



Town of Payson Fire Department
400 W. Main Street Payson, Arizona 85541
Business / Fire Prevention (928) 474-5242 ext. 9
Fax (928) 474-0925
TDD (Town of Payson) (928) 474-6449

Fire Self-Inspection Form

Business Information

Today's Date:

Name:

Street Name & Number:

Suite:

Business Mailing Address:

City / Town:

State:

Zip Code:

Phone Number: (Provide at least one phone number)

Phone Number:

Phone Number Type:

Phone Number:

Phone Number Type:

Fax Number:

Person Performing Self-Inspection

Title:

Last Name:

First Name:

Email Address:

Emergency Contact Names & Phone Numbers

Emergency Contact # 1:

Last Name:

First:

Title:

Phone Number: (In order of importance)

Phone Number Type:

Phone Number Type:

Phone Number Type:

Email Address:

Is this contact a key holder of occupancy:

YES

NO

Emergency Contact # 2:

Last Name:

First:

Title:

Phone Number: (In order of importance)

Phone Number Type:

Phone Number Type:

Phone Number Type:

Email Address:

Is this contact a key holder of occupancy:

YES

NO

YES NO N/A

Building Exterior

- Address numbers are visible & easy to read from the front street and any other access streets with contrasting colors.
- All sides of the building is free from trash, debris, weeds, and combustibles.

Building Interior

- Are all illuminated exit signs, emergency egress lighting, and all bulbs within the signs working correctly?
- Do the exit doors open easily and latching devices work correctly, without special knowledge of use?
- The entire height & width of ALL exit paths are free from obstruction.

Electrical

- All electrical outlets, junction boxes, & switches have cover plates.
- All circuit breakers are correctly labeled, and show what they control.
- There is a 30" clearance around the electrical panel(s) so it is easily accessible, and the door kept closed.
- Extensions cords are for temporary use (90 days or less, then removed)
- Plug stripe power cords do not run under rugs, across traffic paths, or through walls.
- All power cords are surge protected plug strip type / style.

Fire Extinguishers

- Are all extinguishers visible & easily accessible?
 - Have the fire extinguisher(s) been serviced & tagged by a fire extinguisher company within the last 12 months?
- Fire Extinguisher service-company:

Fire Protection System

- Does the building or occupancy have a fire sprinkler system?
Check box if the system was serviced in the last 12 months
- Does the building or occupancy have a fire alarm system?
Check box if the system was serviced in the last 12 months

Storage / Housekeeping

- There is no storage in mechanical rooms, electrical rooms & equipment rooms or under open stairways.
- There are no flammable liquids stored, except in approved cabinets.
- All combustibles are stored a minimum of 3 feet from any heat sources including gas appliances, heaters, etc.
- All exhaust vents of heat-producing appliances (heaters, water heaters, clothes dryers, etc) are in good condition & functioning properly.
- Storage is not greater than within 18 inches of ceiling.

I certify that I have answered the questions above to the best of my ability and knowledge and conducted the self-inspection of this business.

Completed By:

Date & Time:

If you have any questions or concerns & need to reach the fire inspector, please contact 928-474-5242 Ext 9