

Fire Marshall Inspections – How to Prepare – June 2024



All commercial businesses are subject to annual Fire Safety inspections to ensure businesses meet fire codes, detect potential hazards, and identify prevention measures. All stores will have a fire inspection completed by their local City or County Fire Marshall annually. Below are some verifications tips to prepare for your annual fire inspection:

Building Exterior:

- Is the address visible from the street or main entrance?
- Is the exterior free of trash and waste accumulation?
- Are fire hydrants and Fire Department Connections (FDC) clear and accessible?

Building Interior:

- Do exit doors open with a single motion with no extra or unapproved locks, latches, bolts, flush bolts, or chains?
- Are exits clear from obstructions and storage?
- Are floors, walls, or ceilings free from holes or open penetrations?
- Are fire rated doors maintained in the closed position (not blocked open) and readily self-close and latch?
- Are exit signs illuminated and visible?
- Are emergency lights operational?

Electrical:

- Are electrical panels accessible and clear from storage?
- Are all circuit breakers, electrical panels and electrical room doors labeled?
- Are power taps or power strips connected directly to permanently installed receptacle(s)?
- Are extension cords used only for temporary use?

Fire Extinguishers:

- Are there fire extinguishers available within 75 feet of all portions of the building?
- Are fire extinguishers visible and access unobstructed?
- Have the fire extinguisher(s) been serviced and tagged by a licensed fire extinguisher company within the last 12 months?

Fire Suppression and Alarm Systems:

- Have fire sprinklers and fire alarm systems been serviced in the last 12 months? Any deficiencies noted on inspection and testing reports must be corrected; reports will be reviewed on-site by the fire inspector.

TIP: Don't forget to enter a **CAMS** Inspection Report for all fire inspections **AND** forward any invoices or written reports received to retailsafety@luxotticaretail.com.

Correcting Issues:

If a fire marshal provides instructions that something needs to be fixed, or you fail a question on your monthly EHS audit, you want to get these addressed quickly. To help with this, "EHS Category" drop down option is available in the Store Maintenance Portal work order system. **Tip:** Be sure to include a copy of your report or citation showing the required fix in your request. You should also call the Store Maintenance Emergency Hotline if urgent!

Also, you can find more information on Fire Safety and inspections in the Environmental Health & Safety Manual! Contact RetailSafety@luxotticaretail.com with any questions and be sure to complete your Monthly Checklist in CAMS or ThinkLP when will be available.

