



MISSOULA FIRE DEPARTMENT BUSINESS LICENSING – PRE-INSPECTION WORKSHEET



Business Name: _____

Date: _____

Address: _____

Suite: _____

Zip: _____

Owner Name: _____

Phone: _____

E-mail: _____

PLEASE SEE THE BELOW QUESTIONS FOR COMMON VIOLATION CONCERNS THE FIRE DEPARTMENT IS LOOKING FOR AT YOUR INSPECTION

1. Do you have a fire extinguisher? You will be required to have an appropriate fire extinguisher for your business space. If you have questions or concerns about your specific needs, please contact the Missoula Fire Prevention Bureau.	YES	NO		12. Are fire rated doors in operating condition, clear of obstruction, and not blocked open?	YES	NO	N/A
2. Have all fire extinguishers been inspected, tagged and serviced within the last year by a certified fire extinguisher service company?	YES	NO		13. Is your address visible on the outside of the building with contrasting background and numbers at least 5 inches in height? Are suite numbers posted and also visible?	YES	NO	
3. Is a fire extinguisher mounted or secured on a wall (preferably near an exit) so that the top of the extinguisher is not more than 5 ft. above the floor?	YES	NO		14. Is drive or alley around the building kept free from weeds, debris, or obstruction?	YES	NO	
4. Are all fire extinguishers visible and readily accessible for use (not blocked by storage, etc.)? Is there no more than 75 feet of travel distance between extinguishers?	YES	NO		15. Is electrical in good condition? Inspect electrical wiring for fraying, wear and/or splices.	YES	NO	
5. Has your commercial kitchen hood and/or duct system been serviced in the last 6 months? Do you have a K-rated fire extinguisher in your kitchen?	YES	NO	N/A	16. Are circuit breakers clear of any tape, string or wire that would affect their operation?	YES	NO	
6. Is your building equipped with a Fire Alarm or Fire Sprinkler system? Have they been serviced within the last year? Is the riser room door labeled with appropriate signage?	YES	NO	N/A	17. Is the cover on the electrical panel and face plates installed on all electrical outlets and switches?	YES	NO	
7. Are exit(s) clearly marked with lighted exit signs? Please check all the batteries and light bulbs for all exit signage?	YES	NO		18. Are extension cords being used for more than portable appliances? Do they run through walls, ceilings, floors, under doors or floor coverings? You should not be using multi-plug adapters or piggy backing surge protectors.	YES	NO	N/A
8. Are all exit aisles, hallways, doorways, stairways, landings, and walkways clear of any obstructions?	YES	NO		19. Are all electrical breaker panels labeled to identify the proper circuit they control? Is there 36" of accessible clearance around the breaker?	YES	NO	
9. Are gas shut off valves clear of weeds, trash, storage, etc., and are they visible and accessible?	YES	NO		20. Do you store or use compressed oxygen or acetylene, or greater than 5 gallons of flammable liquids, or greater than 25 gallons of combustible materials? Are tanks chained and secured?	YES	NO	
							<i>If YES, please check storage and MSDS sheets.</i>
10. Is your heating/air conditioning unit cleaned and/new filters installed on a regular basis?	YES	NO	N/A	21. Does the building have a Fire Department lock box? Are the keys in the box updated?	YES	NO	N/A
							<i>Please call MFD to discuss lockbox options.</i>
11. Are equipment/mechanical rooms free of combustible storage?	YES	NO	N/A	22. Is all construction and remodeling at the address complete and approved by the Missoula Development Services Building Division?	YES	NO	N/A
							<i>If NO, obtain proper permits</i>

If you have any questions regarding items 1-22 above, please call MFD Fire Prevention at 406-552-6210.