

## INSPECTIONS . . . .. WHAT TO EXPECT

**A uniformed High Ridge Fire Inspector will:**

- ✓ Visit your facility during normal business hours. (*For your safety, always ask for the Inspector's credentials*)
- ✓ Always be courteous and considerate of your time.
- ✓ Comply with the best time to conduct the required inspection.
- ✓ Always clearly state inspection results in writing with a re-inspection date assigned, if required

***Upon written request providing a reasonable explanation, a time extension may be granted by the Fire Marshal.***

### **Understanding The Results:**

- The Inspector is there to help you and will be glad to explain the results and answer any questions you may have.
- At any time, you may contact the High Ridge Fire Protection District at (636) 677-3371 or [dmiller@highridgefire.com](mailto:dmiller@highridgefire.com)

**The High Ridge Fire Department is confident that through education and awareness your place of business can be a fire safe facility.**

## BE PREPARED

- Post your building's evacuation plan
- Know at least two ways out of your work area/building
- Conduct regular fire drills
- Know where the fire extinguishers are located and how to use them
- In case of a fire, ALWAYS use the stairs to exit; DO NOT use elevators
- Avoid blocking exits
- Keep hallways, stairways and exits clear of trash, cleaning supplies and other storage
- Report locked or blocked exit doors to building owner and the Fire Department

**IN CASE OF AN EMERGENCY  
CALL 9-1-1**

**HIGH RIDGE  
FIRE PROTECTION DISTRICT**

*Proudly Serving  
Since 1941  
Our Community*

## HIGH RIDGE FIRE PROTECTION DISTRICT



**Fire  
Marshal's  
Office**

***Are you up to  
Code?***

## ***A Guide to Fire Inspections***

**High Ridge Fire Protection District  
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## ANNUAL INSPECTIONS

### Why?

*It is the law. State and local fire codes require that every business receive a fire inspection regularly. These inspections will greatly reduce the occurrence of injury and fire in your business.*

### What You Can Do?

*The best way for you to prepare for your upcoming inspection is to follow the preventative measures outlined in this brochure.*

### How We Can Help?

*Each High Ridge Fire Department Inspector is trained and skilled in the current fire code requirements and will be glad to answer any questions that you may have about your upcoming inspection.*

*At any time, you may contact the High Ridge Fire Protection District at (636) 677-3371 or [dmiller@highridgefire.com](mailto:dmiller@highridgefire.com)*

## GOOD HOUSEKEEPING:

- Remove trash daily to a dumpster that is away from your building, covered and locked.
- Keep hallways, corridors and aisles clear of storage and clutter.
- Keep Exit doors clear and free of clutter.
- Ensure Exit signs are illuminated.
- Remember to turn off small appliances (i.e., coffee pots)
- Do not use electrical extension cords for permanent operations. For heavy duty equipment please consult an electrician. A store bought circuit breaker strip plug can be used for minor electrical equipment.
  - Keep all storage down 24" from the ceilings (18" below fire sprinkler equipped areas).
  - Do not store combustibles within 36" of a heat producing appliance (i.e. water heater).
- Keep outside brush and weeds away from the building.
- Dispense flammable and combustible liquids in a properly ventilated area using safety cans or original containers. Always follow proper bonding and grounding procedures.
- Keep fire sprinkler control valves, fire hydrants, and fire department connections accessible. Maintain a 36" clearance to these connections.

**Assign someone to check these things each day and create a maintenance log.**

## FIRE ALARMS & FIRE PROTECTION SYSTEMS:

The following items offer the best early warning and quickest response to a fire:

- A fully functional fire sprinkler system connected to central station monitoring (tested annually by a licensed firm)
- A fire detection system connected to central station monitoring (tested annually by a licensed firm)
- Manual fire alarm pull stations located throughout the facility
- Portable fire extinguishers that are wall mounted near exits, highly visible, unobstructed and located every 75 feet
- A hood and duct fire system over commercial

### ON THE OUTSIDE:

- Clear and visible fire lanes
- Knox box and Knox lock system
- Clearly labeled utility and fire riser rooms
- Fully functional exit & emergency lighting systems
- Clear and visible street numbers