INSPECTIONS... ...WHAT TO EXPECT

- A uniformed Scottsdale Deputy Fire Marshal, Fire Inspector or Firefighter will:
  - Visit your facility during normal business hours.
  - 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.
- Information may be left to enable you to self-inspect your premise in order to be ready for the official inspection.
- A time extension may be granted by the Fire Marshal upon written request providing a reasonable explanation.

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 us at the Fire and Life Safety Division by calling (480) 312-1855.

The Scottsdale 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 the elevator
- 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

To schedule a CPR, CCC, or First Aid Class call Scottsdale Parks and Recreation at (480) 312-7957

SCOTTSDALE FIRE NON-EMERGENCY DISPATCH CALL (480) 312-8911
**ANNUAL INSPECTIONS**

**Why?**
It is the law. State and local fire code requires 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?**
You can contact our Fire and Life Safety Division to set up a General Inspection or get your questions answered by calling (480) 312-1855. We also offer assistance in Evacuation Preparedness and classes on Fire Safety in the Workplace.

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**GOOD HOUSEKEEPING:**
- Remove trash daily to a covered and locked dumpster that is away from your building.
- Keep hallways, corridors and aisles clear of storage and clutter.
- Keep EXIT doors clear and free of clutter.
- Ensure EXIT signs are illuminated. Check EXIT signs and egress lighting monthly.
- Remember to unplug small appliances when not in use (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.
- Store flammable and combustible liquids in proper storage containers and cabinets.
- 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.
- Do not store items in the Riser Room, Fire Alarm Control Panel Room, or Electrical Room.

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

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**FIRE ALARMS and 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 a central station monitoring (tested annually by a licensed firm).
- A fire detection system connected to a central station monitoring (tested annually by a licensed firm).
- Portable fire extinguishers that are wall mounted near exits, highly visible, unobstructed and located no more than 75’ from anywhere in the building (service annually by a licensed firm).
- A hood and duct fire system over commercial cooking appliances (tested semi-annually by a licensed firm).

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**ON THE OUTSIDE:**
- Clearly marked and visible fire lanes.
- Knox box and Knox lock system.
- Clearly labeled Alarm, Riser, and Utility Rooms.
- Clear and visible street numbers and suite numbers.
- Fire Department Connections clearly labeled.