



FIRE MARSHALL INSPECTION PREP GUIDE

Get your property and your paperwork ready before the AHJ arrives



THE 'RED BOOK' (DOCUMENTATION)

- Current ITM Reports: Have your latest Annual Sprinkler and Fire Alarm inspection reports printed and ready.
- Extinguisher Tags: Ensure all portable units have current annual inspection tags punched.
- 5-Year Records: Have certificates for your latest internal pipe and hydrostatic tests available.
- Emergency Plan: Is your building's Emergency Action Plan(EAP) accessible on-site?



LIFE SAFETY SYSTEMS

- Alarm Panel Status: The panel should show a green 'Power' light only. No amber 'Trouble' lights.
- Riser Room Access: Is the room unlocked (or keys available) and free of clutter for the inspector?
- The FDC (Outside): Is the exterior Fire Department Connection visible, capped, and clear of landscaping?
- Sprinkler Heads: Are they free of paint, dust, or corrosion?



SITE HOUSEKEEPING

- Clear Egress: Are hallways, stairwells, and exit doors 100% clear of storage or deliveries?
- Exit Signs/Lights: Are all signs illuminated and emergency lights functional?
- Electrical Panels: Do you have a clear 36-inch 'clearance zone' in front of all electrical gear?
- The '18-Inch Rule': Is all storage at least 18 inches below the fire sprinkler deflectors?

Missing paperwork or seeing red lights? Call us before the Marshal does. We ensure your 'Red Book' is ready.

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