



# OVERWATCH

FIRE PROTECTION MANAGEMENT LLC

## 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.

Phone: 253-500-4117

Email: [Support@Overwatchfire.com](mailto:Support@Overwatchfire.com)