



**MINERAL WELLS FIRE DEPARTMENT
212 SOUTH OAK AVE., MINERAL WELLS, TX 76067**

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Below is a checklist of items the Fire Chief/Fire Marshal will be reviewing during your Certificate of Occupancy inspection. **It would be a good idea for you to review this checklist and attempt to make any necessary repairs prior to the inspection.** Please be advised that the Fire Chief/Fire Marshal may require you to make additional repairs that are not included on this checklist (and some of the items on this list may not apply to your business).

1. Address is visible and legible from street or road fronting the property with a minimum 6" numbers/letters, 12' for large commercial on fixed surface (not entry doors).
2. Exit doors open freely and have panic hardware or must have sign on the door stating, "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED". Sign to be minimum of 1" letters on contrasting background affixed to interior of door at 3'-5' height from floor or immediately adjacent to door. (Some occupancies are required to have panic hardware.)
3. Exit doors have lighted/illuminous exit signs.
4. Emergency lighting is in place and operating properly.
5. Working smoke detector is mounted in each restroom, sleeping room, and mechanical/janitorial room.
6. Breakers in panel are each labeled clearly, and no obstructions are in front of panel. 36" clearance is required.
7. No extension cords or multi-plug adapters are in use, power strips with approved surge protector/fuse are acceptable.
8. Sufficient fire extinguishers with current inspection tags are mounted with proper signage. Smallest extinguisher accepted is 2A 10BC for commercial occupancy.
9. Exits, hallways and corridors used in connection with an exit are clear of obstructions and/or storage.
10. Mechanical, electrical, sprinkler riser and FACP room are orderly and free of combustible material.
11. Flammable/combustible liquids/oily rags are stored in approved containers/locations.
12. Electrical wiring and equipment are in safe condition. All outlets and fixtures must have approved covers, no bare/exposed bulbs or wires.
13. Storage areas are clean and orderly. Storage is kept a minimum of 2 feet below ceiling and 18" below sprinkler heads.
14. Attic spaces are free from storage of combustible material (unless separated with 1-hour fire resistive construction).
15. Fire alarm system, if installed, is operable and has a current inspection tag.
16. Automatic fire doors, if installed, work as designed.
17. Vent-a Hood extinguisher system is clean, free of grease buildup, and has a current inspection tag.
18. If Vent-a-Hood system is installed a Class K extinguisher is present, mounted, and appropriate distance from system, with a current inspection tag.
19. Sprinkler system, if installed, has current inspection tag.
20. Emergency fuel shut off switch is present and labeled.
21. All gas meters, regulators, and gas piping exposed to traffic are suitably protected.
22. Knox box, if required, has working keys to the building.
23. Perimeter of building is free of accumulation of weeds, grass, trash, etc.
24. Fire lanes and fire apparatus access roads are unobstructed, maintained, and visibly striped.