MISSISSIPPI STATE FIRE MARSHAL’S OFFICE

P.O. BOX 79

JACKSON, MS 39205

ANNUAL INSPECTION REPORT

Date of Inspection:

Business Name:

Address:

Contact Person: Phone Number:

This correspondence is in reference to a fire safety inspection of your facility conducted by the State Fire Marshal’s Office at the request of Ricky Davis, State Chief Deputy Fire Marshal. The responsibility of the State Fire Marshal’s Office is to ensure that all state-owned buildings are in compliance with the Mississippi Fire Prevention Code and the Mississippi Code of 1972, Annotated, Sections 45-11-101 through 45-11-111.

**OUTSIDE**

**Yes No N/A**

❑ ❑ ❑ 304.1 Is waste accumulating around building?

❑ ❑ ❑ 505.1 Is address provided and readable from the street and alley.

❑ ❑ ❑ 912.3 Is fire department connection blocked?

❑ ❑ ❑ 912.3.1 Are caps missing from fire department connection?

❑ ❑ ❑ 508.1 Distance to nearest fire hydrant (Feet \_\_\_\_\_\_\_)

❑ ❑ ❑ 503.4 Are fire lanes kept clear and identified?

**MEANS OF EGRESS**

❑ ❑ ❑ 1008.1 Are exit doors covered by curtains, drapes, etc?

❑ ❑ ❑ 703.2.3 Are self-closers on fire doors working properly?

❑ ❑ ❑ 1003.6 Are means of egress obstructed?

❑ ❑ ❑ 1008.1.9 Are panic and fire exit hardware present if required?

❑ ❑ ❑ 1006.1 Does means of egress have emergency lights with backup power?

❑ ❑ ❑ 1011.4 Are exit signs illuminated at all times with backup power?

❑ ❑ ❑ 1008.1.8 Are exit doors operable without key?  
 (Thumb bolt lock and/or panic hardware)

**STORAGE AND GENERAL HOUSKEEPING**

**Yes No N/A**

❑ ❑ ❑ 107.1 Are hazardous conditions present?

❑ ❑ ❑ 304.3.1 Are oily rags stored in self-closing metal cabinet?

❑ ❑ ❑ 315.2 Is storage neat and orderly?

❑ ❑ ❑ 315.2 Are combustibles stored too close to heating source?

❑ ❑ ❑ 315.2.1 Is storage height within 18 inches of ceiling of sprinklered buildings?

❑ ❑ ❑ 315.2.1 Is storage height within 24 inches of ceiling in non-sprinklered buildings?

❑ ❑ ❑ 315.2.3 Are combustibles stored in boiler, mechanical, and electrical rooms?

❑ ❑ ❑ 903.3.3 Is there no less than 3 feet between automatic sprinklers and tops

of combustible fibers?

❑ ❑ ❑ 315.2.2 Are areas under stairs marked as No Storage Areas?

**FLAMMABLE STORAGE**

❑ ❑ ❑ 2704.1 Are flammable storage cabinets present if needed?

❑ ❑ ❑ 3003.5.3 Are gas cylinders secured from falling?

❑ ❑ ❑ 3404.3.4.4 Are stored flammable liquids in approved closed metal cabinet?

❑ ❑ ❑ 3504.1 Are gasoline and other flammable liquids stored in safety cans?

**ELECTRICAL**

❑ ❑ ❑ 605.1 Are electrical wiring and/or components in need of repair?

❑ ❑ ❑ 605.3 Is a clearance of at least 30 inches in width 36 inches in depth and 78

inches in height in and around electrical equipment?

❑ ❑ ❑ 605.3.1 Are circuits marked for proper usage?

❑ ❑ ❑ 605.4 Are multi-plug adapters used (Not Allowed)?

❑ ❑ ❑ 605.5 Are extension cords used improperly?

❑ ❑ ❑ 605.6 Are approved cover junction boxes and cover plates provided?

❑ ❑ ❑ 605.8 Are electric motors maintained and free of oil or dust?

**FIRE SEPARATIONS**

❑ ❑ ❑ 703.1 Are repairs needed to fire wall/separations?

❑ ❑ ❑ 703.2 Are improper hold open devices used on fire doors or stairwell doors?

❑ ❑ ❑ 703.2.3 Does closing device need adjustment or repair?

**FIRE EXTINGUISHERS**

❑ ❑ ❑ 906.1 Are fire extinguishers present? 75’ travel distance in normal conditions

❑ ❑ ❑ 906.2 Fire extinguishers inspected annually? (Date of inspection:\_\_\_\_\_\_\_\_\_\_)

❑ ❑ ❑ 906.6 Are fire extinguishers installed in accessible and visible areas?

**SPRINKLER SYSTEMS**

**Yes No N/A**

❑ ❑ ❑ 901.6. Are fire protection systems being maintained?

❑ ❑ ❑ 901.6.1 Are sprinkler systems tested annually?

(Date of inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_)

❑ ❑ ❑ 901.6.1 Are standpipes inspected annually? (Date of inspection: \_\_\_\_\_\_\_\_)

❑ ❑ ❑ 6.3.5.4 Is fire Hydrant within 100’ of Fire Department Connection? (NFPA 14)

❑ ❑ ❑ 912.4 Is signage visible for locating sprinkler system?

❑ ❑ ❑ 912.5 Is there a backflow preventer on the system?

❑ ❑ ❑ 913.5 Is the fire pump inspected and tested? (Date of Inspection: \_\_\_\_\_\_\_\_\_\_)

❑ ❑ ❑ 8.15.5.1 Are sprinkler heads located in the bottom of the elevator pit? (NFPA 13)

❑ ❑ ❑ 315.2.4(1) Is the attic area properly sprinklered?

**FIRE ALARM SYSTEMS**

❑ ❑ ❑ 901.4 Is alarm annunciator panel near entry? (NFPA 72 4.4.6.1.1)

❑ ❑ ❑ 907.2.9 Are smoke detectors in elevator area?

❑ ❑ ❑ 901.6.1 Is alarm system inspected and tested annually?

(Date of Inspection: \_\_\_\_\_\_\_\_\_\_\_\_)

❑ ❑ ❑ 901.7 Is system in proper working order?

❑ ❑ ❑ 901.8 Are alarm system components blocked and/or inaccessible?

❑ ❑ ❑ 907.1 Are smoke and/or heat detectors present?

❑ ❑ ❑ 607.1 Is the elevator recall tied to the alarm system? Does it work properly?

❑ ❑ ❑ 907.2.15 Do the door locks open when the alarm is activated?

❑ ❑ ❑ 907.12 Does the HVAC unit shut down when the alarm system is functioning?

❑ ❑ ❑ 907.10.1 Are all strobes operating properly in all rooms, restrooms, stairwells and corridors? (NFPA 72)

❑ ❑ ❑ 6.16.3.9 Are smoke alarms located in the top of the elevator shaft?

❑ ❑ ❑907.2.12.1(1) Do all mechanical, communication, and storage rooms have operable smoke alarms?

**HOOD AND DUCT SYSTEMS**

❑ ❑ ❑ 609.1 Is a hood and duct system required?

❑ ❑ ❑ 904.11 Is a commercial cooking system working properly?

❑ ❑ ❑ 904.11.6.3 Is hood and duct system in need of cleaning?(grease visible)

❑ ❑ ❑ 904.11.6.4 Is kitchen suppression system tested and inspected every six months?

(Date of Inspection: \_\_\_\_\_\_\_\_\_\_\_)

**BOILER AND MECHANICAL ROOM HAZARDS**

**Yes No N/A**

❑ ❑ ❑ 603.5.2 Is emergency shut off to heating units labeled?

❑ ❑ ❑ 603.6 Are chimney and heating units maintained in a safe condition?

❑ ❑ ❑ 703.1 Is boiler room door a self-closing, minimum one hour

fire-resistant rated door?

**EMERGENCY BUILDING SERVICES**

**Yes No N/A**

❑ ❑ ❑ 310.2 Is smoking prohibited?

❑ ❑ ❑ 310.3 Are no smoking signs posted?

❑ ❑ ❑ 510.1 Are all utility rooms properly marked in case of emergency?

❑ ❑ ❑ 605.3.1 Are electrical and mechanical rooms labeled?

❑ ❑ ❑ 703.1.1 Is fire blocking and draft stopping maintained?

❑ ❑ ❑ 912.3 Is fire department connection visible and unobstructed?

❑ ❑ ❑ 1008.1.9 Is panic and fire exit hardware required?

❑ ❑ ❑ 2703.4 Are required MSD sheets on file for hazardous materials on site?

Miscellaneous *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*