



Fire Department

Bloomfield Township

Dear Business Owner,

The Bloomfield Township Fire Department (BTFD) conducts annual "Fire and Life Safety Inspections" in all of its commercial buildings. These inspections are conducted to reduce fire hazards and identify other life safety hazards in the workplace. To assist you in providing a hazard free environment, BTFD has compiled a list of some of the more common fire inspection violations. Although this is not an all-inclusive list of fire code violations, it may assist you in reducing many potential fire and life safety hazards in your place of business.

Another goal of the annual fire inspection program is to be efficient and gain code compliance. Therefore, our fire inspections include an initial annual fire inspection and one follow up reinspection at no cost. Any subsequent reinspect will incur a cost of \$85 per inspection until the fire code violations are corrected.

Should you have any questions concerning this information, or if we can be of any assistance, please contact me at (248) 433-7745.

Protectively,
Peter Vlahos, Fire Marshal

COMMERCIAL OCCUPANCY FIRE INSPECTION INFORMATION

Use this checklist to identify potential fire code violations

- Address Numbers.** Numbers shall be provided for all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Numbers shall be a minimum of 6" high, with a contrasting background.
- Combustibles too Close to the Ceiling.** In buildings with sprinklers, combustibles are to be at least 18" from the ceiling. In buildings without sprinklers, the minimum distance to the ceiling is 24". The storage of combustibles under unprotected stairways is prohibited.
- Cooking Hood and Duct Cleaning.** Hoods, grease-removal devices, fans, ducts, and other appurtenances shall be cleaned at intervals necessary to prevent the accumulation of grease. Cleanings shall be recorded, and records shall state the extent, time, and date of cleaning. Records shall be kept on the premises.
- Electrical Panels.** A working space of not less than 30" in width, 36" in depth, and 78" in height shall be provided in front of electrical service equipment. Electrical panel board doors should always be closed when not in use.
- Emergency Lighting and Exit Signs.** All bulbs in emergency lights and exit signs need to function. Most signs are equipped with a battery back-up in case of loss of power. A 90-minute battery test needs to be conducted annually and proper documentation must be provided to the fire code official.
- Fire-rated Doors.** These self-closing doors shall not be blocked open, obstructed, nor made inoperable.

- ❑ **Extension Cords.** Extension cords are for temporary use only and are not to be used in lieu of permanent wiring. Extension cords cannot pass through doorways, walls, floors, or ceilings, nor under floor coverings unless protected in conduit. Extension cords shall be used only with portable appliances and grounded. Extension cords shall show no signs of damage and not be plugged into each other.
- ❑ **Extinguishers.** Service must be performed annually by a licensed fire extinguisher contractor. Extinguishers need to be mounted three to five feet off of the floor in a highly visible and accessible location.
- ❑ **Fire Suppression and Fire Alarm Systems.** These systems need annual testing. A maintenance tag is required to be placed on the sprinkler system. Keep a clear access to the riser and do not store items within three feet of riser system. A sprinkler head cabinet needs to be mounted next to the riser, containing a sprinkler head wrench and a minimum of six spare sprinkler heads. Annual testing documentation is needed on all fire related systems.
- ❑ **Key Box.** If there is a Knox Box for your business, provide a working key. Any new occupants will be required to install a Knox Box if one is not on site. This is a Bloomfield Township ordinance.
- ❑ **Obstructed Exits.** Exit aisles for the public shall not be less than 36" in width. Combustible materials shall not be stored in exits or exit enclosures.
- ❑ **Open Junction Boxes.** Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.
- ❑ **Piggy-backed Surge Protectors and Extension Cords.** Surge protectors (power taps) and/or extension cords shall not be plugged into one another. They shall be equipped with over-current protection, be grounded, and be plugged directly into an electrical outlet.
- ❑ **Pressurized Cylinders.** Cylinders or tanks, i.e. carbon dioxide, helium, oxygen, etc., whether empty or full, must be chained/secured in such a way so they cannot tip over.
- ❑ **Signage.** On doors to sprinkler riser room or to the fire alarm panel, place "Riser Room" or "FACP" (Fire Alarm Control Panel) sign on door, using a minimum of two inch red letters.
- ❑ **Sprinkler Heads.** There needs to be a minimum of 18" clearance around sprinkler heads.
- ❑ **Storage in Equipment/Electrical Rooms.** Combustible material shall not be stored in boiler rooms, mechanical rooms, elevator rooms, or electrical equipment rooms.
- ❑ **Thumb-Turn Deadbolts.** This type of deadbolt is against the Americans with Disabilities Act (ADA) for exit doors in public places. Exit doors are to remain unlocked during business hours.
- ❑ **Unprotected Ceilings.** Keep ceiling tiles in place or replace when damaged. Fire spreads rapidly through holes or openings in ceilings. Acoustic ceiling tiles are a part of your fire resistance-rated ceiling. Seal all holes in ceilings and walls and keep attic-access lids in place.

Don't let your dreams go up in smoke - practice fire safety.

About the International Fire Code (IFC)

The Charter Township of Bloomfield adopts fire codes by ordinance. The current adopted code can be found on the Bloomfield Township Website . A free online version of the IFC can be found on the [International Code Council website](#). For questions about other Township codes that may impact your business, visit the Bloomfield Township website at www.bloomfieldtwp.org or call 248-433-7700.

