



## Harker Heights Fire and Rescue – Office of the Fire Marshal

401 Indian Trail – Harker Heights, TX 76548  
 Phone (254) 699-2688 ~ Fax (254) 699-7693 ~ Email: [balley@ci.harker-heights.tx.us](mailto:balley@ci.harker-heights.tx.us)

### SELF-INSPECTION FOR COMMERCIAL BUILDINGS

Whether you are starting or currently operating a business, this information will be valuable to you in maintaining safety for your employees and customers. Verifying the listed items will reduce hazards and eliminate violations during fire and life safety evaluations. This list reflects the most common violations identified during inspections, but is not intended to address all requirements of the fire code. The self-inspection is intended to heighten safety awareness, prevent incidents and injuries, reduce fire code violations, and promote safety in our community.

YES	NO	N/A	GENERAL INFORMATION
			Address and suite number visible from the street, contrasting in color and at least 6 inches in height?
			Is the address or suite number visible on the back door?
			Is the area around your business free from tall grass, vegetation, or combustible materials?
			Are combustible materials at least 3 feet from furnaces and gas appliances?
			Are oily rags kept in a metal container with secure lid?
			Are portable heating units are 3 feet away from combustible materials?
			Are there appropriate containers provided in smoking areas?
			Is combustible storage organized and arranged neatly?
			Are compressed gas cylinders secured properly with a metal chain or wire rope/cable?
			Do valves on compressed gas cylinders have caps or protective collars?
			Are mechanical, electrical, and water heater rooms free of combustibles and flammable liquids?
			Is the City of Harker Heights business license posted?
YES	NO	N/A	ELECTRICAL
			Are electrical panels free from obstructions with 3 feet clearance and including access pathway?
			Are all electrical circuits clearly identified?
			Is the main electrical disconnect located on the exterior of the building?
			Is the main electrical disconnect labeled with the suite number?
			Is the electrical panel in good condition and all openings covered?
			Are all electrical outlets, switches, and electrical wiring in good condition?
			Are there any broken or burned receptacles, or broken or missing cover plates?
			Is there any exposed electrical wiring?
			Extension cords are not used for permanent wiring?
			Are multi-plug adaptors plugged directly into the wall?
			Are refrigerators, microwave, and heating equipment plugged directly into wall outlets?
			Unapproved multi-plug adaptors not used (cube type)?
			Are ground fault circuit interrupter (GFCI) outlets installed near water sources?
			Are doors to electrical rooms labeled?
YES	NO	N/A	EXITS
			Do all locking exit doors have a sign that reads “This door to remain unlocked when building is occupied” 1” letters, contrasting color, <b>read from inside building</b> , located near locking device?
			Are exit doors unlocked, accessible and operational while occupied?
			Are exit signs illuminated at all times with building power and with battery back-up power?
			Are there emergency lights in place, operational, and tested?



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YES	NO	N/A	EXITS continued
			Are hallways, aisles, exit corridors, and stairways clear of obstructions or obstacles?
			Are hallways, aisles, exit corridors, and stairways clear of combustible materials?
			Is there an evacuation plan and is it posted? (when required)
			Are evacuation or fire drills conducted? (when required)
			Does all panic hardware on exit doors work properly?
			Exit doors must not have barrel bolt or flush bolt locks installed.
YES	NO	N/A	FIRE PROTECTION
			Are fire extinguishers available for every 75 feet travel distance?
			Are fire extinguishers mounted at proper height? (not over 60" high or less than 4" from floor)
			Are fire extinguishers obstructed or obscured? ( 3 feet clearance on all sides)
			Are fire extinguishers the appropriate size and type?
			Do all fire extinguishers have a location sign?
			Does the fire extinguisher have a current inspection tag from a licensed company?
			Does the building fire alarm have a current inspection tag by a licensed company?
			Does the building fire sprinkler have a current inspection tag by a licensed company?
			Are all fire sprinkler heads clean and free from dust or grease?
			Is there 18" clearance between fire sprinkler heads and combustibles or obstructions in a building with a fire sprinkler system?
			Is there 24" clearance between the ceiling and combustible items in non-sprinkler buildings?
			Are kitchen vent hood suppression nozzles clean, in the proper location, and aimed correctly?
			Is the kitchen vent hood clean and all grease removed to include traps and filters?
			Does the kitchen vent hood have a current inspection tag from a licensed company?
			Is a K class fire extinguisher located within proper distance and free of obstructions?
			Is the fire department connection free of obstructions and obstacles?
			Does the fire department connection have a location sign? (The sign should be a white rectangle with the letters "FDC" being 6" high with 1 ½" width)
			Are all penetrations in walls or ceilings covered?
YES	NO	N/A	HAZARDOUS MATERIALS
			Are all hazardous materials kept in properly labeled containers?
			Are all containers appropriate for the chemical type?
			Are ignition sources kept away from flammable materials?
			Are Material Safety Data Sheets (MSDS) available for all hazardous materials?
YES	NO	N/A	ACCESS
			Are all fire lanes marked, maintained, and free of obstructions? (See Fire Lane Info Packet)
			Is a Knox Box installed with current keys to the front door and other locked doors?

Any applicable item marked "No" will be identified during a fire and life safety inspection and would be required to be corrected.

If there are any questions of any item or you would like clarification of the requirement, please contact the Fire Marshal at 254.699.2688