



Township of Middletown

Fire & Emergency Management



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Dear Business Owner or Manager,

Listed below is a checklist to help you prepare for your upcoming fire safety inspection. This list is not all-inclusive but it will help you become better prepared. Should you have any questions please contact our office at (215) 750-3812.

Preparation Check List:

General:

- House numbers are clearly visible from the front – 10 inch.
- House numbers or business name is clearly visible on the interior suite door and/or the rear exterior of the exit door.
- Boiler, mechanical, and electrical rooms are to be labeled.
- Exit signs are lit/illuminated at all times.
- Emergency Lights are working and tested for a period of not less than 90-minutes. Provide this documentation to the Township of Middletown Fire & Emergency Management.
- Doors including fire door(s) - open and close freely.
- Locked doors are unlocked during business hours & posted as such.
- Combustible materials shall not be within 10' of the building, this includes dumpsters.
- House-hold & regular type extension cords shall be replaced with circuit-protected breaker type power strips.
- Provide clearance of not less than 30" between all electrical service equipment and storage.
- Fire extinguishers need to be serviced within the last year. The company on the tag of the fire extinguisher can do this.
- Provide a general housekeeping or cleanup to make sure all areas or spaces – including storage – are kept neat & tidy.

Fire Alarms Systems:

- Certification of the fire alarm system, local and monitored

systems need to be certified within the last year. If the system is monitored we suggest that you contact your monitoring company. Provide this documentation to the Township of Middletown Fire & Emergency Management.

Sprinkler Systems:

- Sprinkler systems need to be certified within the last year, the company on the tag can do this, where the sprinkler pipe comes into the building. Provide this documentation to the Township of Middletown Fire & Emergency Management.
- Maintain 18" clearance between storage/stock and sprinkler Head(s).

Kitchens:

- The hood must be cleaned on a bi-weekly basis.
- The hood and duct must be cleaned professionally and tagged according to the schedule below:
 - o Wood Burning or Other Solid Fuels (Monthly)
 - o High Volume Cooking (Quarterly)
 - o Moderate Volume (Semi-annually)
 - o Low Volume (Annually)
- The hood suppression system shall be serviced and tagged semi-annually.

Dryers:

- After every use - lint must be removed from the lint trap & posted as such.
- On a yearly basis – have lint removed from the dryer and all exhaust lines.
- Inspect dryer exhaust to make sure it is tightly connected at all junction points and not with sheet metal screws.

Portable Space Heaters:

- Portable space heaters must be plugged directly into an A/C outlet.
- Only space heaters that are UL Listed with tip-over protection are allowed for use within a commercial occupancy.

Thank you for your time and consideration towards your fire safety and preventing fires. The Township of Middletown Fire & Emergency Management.