



INCORPORATED VILLAGE OF MALVERNE
BUILDING DEPARTMENT
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BUSINESS OWNER **BUILDING SAFETY INSPECTION CHECKLIST**

THE FOLLOWING IS A GENERAL GUIDE IN KEEPING YOUR BUILDING / TENANT SPACE IN CONFORMANCE WITH THE NYS FIRE AND PROPERTY MAINTENANCE CODES. CONFORMANCE TO BE VERIFIED AT YOUR YEARLY INSPECTION BY THE MALVERNE BUILDING SAFETY INSPECTOR

1. Is the address of your property clearly visible and marked in large numbers that can be clearly visible from the street? Numbers shall be minimum 6" high and contrast with the background.
2. Is there at least one fire extinguisher within 75 feet travel distance from anywhere in the building and near the exits? They shall be mounted and readily accessible and visible to anyone in the building. Extinguishers not exceeding 40 lbs. shall be mounted so the top is no higher than 5'-0" above the floor. Extinguishers over 40 lbs the top shall be mounted no higher than 42". No extinguishers shall have their bottom closer than 4" to the floor. Extinguishers shall have a 2A 10BC classification or greater. Except by kitchen hoods (see below). All fire extinguishers shall be inspected and serviced every year and tagged accordingly.
3. Is there a class K fire extinguisher mounted per code with 30 feet of the commercial kitchen hood in the same room? Class K extinguishers are specifically for grease fires.
4. Are exit doors easily operable without special knowledge or a key? No dead bolts.
5. Do all exits have an illuminated exit sign above them? Change bulbs and ensure they have battery backup to remain illuminated after a power outage.
6. Are exits, doors, corridors and passageways free from all obstructions? A path of egress must be maintained to the exit doors, and outside until the occupant gets to a public way. Egress paths shall be 36" wide in occupancies less than 50 persons and 44" wide in occupancies more than 49.
7. Are all emergency lights working? During a power outage they shall remain illuminated for a minimum of 90 minutes to allow for egress out of the building.
8. All electrical panels shall have a minimum of 30" clear in front. All breakers shall be labeled and no empty spaces in the panel. Panel doors to remain closed.

9. Are extension cords used for temporary wiring? They shall be of good quality and sized for that specific load to minimize risk of fire from overloading. Electrical receptacles shall have no more than one item plugged in per outlet. One multi plug outlet strip with an integral circuit breaker may be used for each 2 plugs in the outlet.
10. Are electrical appliance cords in good repair? Examine cords for signs or fraying or damage and replace as needed.
11. Are electrical boxes, switches and outlets equipped with covers to protect the user from shock? Cover plates are required.
12. Are all garbage containers at least 5 feet away from combustible walls, roofs, windows or door openings? This eliminates the risk of a trash fire catching onto the building. Keep trash receptacles out of the path of egress exit travel.
13. Are all stored materials stacked so they are at least two feet below the ceiling? Storage should be kept in an orderly manner with at least two feet of clearance to the ceiling in building not equipped with a sprinkler system, 18" if equipped with a sprinkler system. These clearances are important for two reasons. 1) They allow an area for smoke to collect in the event of a fire, giving person additional time to exit the building. 2) They allow a clear area for sprinkler heads to work properly.
14. Are there less than 5 gallons of flammable liquid being stored on site? Small quantities of flammable combustible liquids must be stored in approved or rated safety containers that are designed for the type of liquid being stored. If quantities of more than 5 gallons are being stored, are they in UL or FM listed cabinets or safety cans? It is advised that you do not store any flammable or combustible materials in your building or tenant space.
15. If you have a fire sprinkler system, has it been tested and serviced? Your system must be checked by a licensed fire sprinkler company to ensure that the system is in working order. Fire sprinkler systems require inspection / certification to NFPA #25 standards. **DO NOT HANG ANYTHING ON THE SPRINKLER PIPING.** Supply report to the fire marshal.
16. If you have a fire alarm system in your building, has the system been tested and serviced for the upcoming season? Your fire alarm system must be checked annually by a New York State Licensed Alarm Installer to ensure the system is in working order. Fire alarms require annual inspection/certification to NFPA #72 standards. Supply report to the fire marshal.
17. Is the area around your furnace, boiler, water heater, or other heat producing appliance clear of combustibles? Keeping a minimum of 36" clear area around any heat producing equipment minimizes the chance of it igniting combustible materials due to the radiant heat the appliance produces.
18. If your building has a cooking equipment exhaust hood, has been the hood been cleaned? Proper cleaning of the vent hood at least 4 times a year minimizes the chance of fire that could result from excessive grease build up. Hoods ducts and grease filters require quarterly cleaning and certification to NFPA #96 Standards. Supply report to the fire marshal.

19. Has the fire suppression system in your cooking equipment exhaust hood been serviced? Proper maintenance of the hood suppression system must be performed every 6 months by a company licensed and certified to service the system. Supply report to the fire marshal.
20. Your cooking exhaust hood must overhang all cooking surfaces a minimum of 6" horizontally and be no higher than 48" above the cooking surface. Grease exhaust ducts must be minimum 16ga. welded steel, terminate at the exterior of the building with clearances as per the NYS Mechanical Code. Generally, the exhaust fan must be a minimum of 18" away from combustible materials, be 10 feet horizontally from any adjoining building, windows and air intakes and pass through the roof a minimum of 40". Grease exhaust ductwork through combustible construction must be fire wrapped and/or provide minimum clearances per code.
21. Are other types of exhaust fans in the building operating, clean and free from dust, grease and/or fat buildup and vented directly to the exterior? Fires have started in ceiling fans in kitchens and restrooms due to buildup.
22. Are there missing or damaged walls or ceilings in the building? These can compromise the fire-safety system of the building and violate health department regulations.
23. Are steps, stairs, floor, decks, balconies, guard and hand railings structurally sound? Reinforce as required to avoid injury to customers and employees.
24. In buildings with a carbon monoxide source such as gas cooking equipment, boilers, furnaces, garages, fireplaces and gas heaters, carbon monoxide detectors must be installed, and within 15 feet of every sleeping area of the building on all floors.
25. In buildings where there are sleeping quarters, smoke detectors must be installed in every sleeping room on each floor as well as outside the sleeping areas on each floor.
26. Did you get your health department inspections from the county and/or the state as applicable? Provide copy to the village and mediate any issues found on their report.
27. Does your facility have an up to date fire evacuation plan and fire safety plan? The fire evacuation plan shall be posted in a visible location for both employees and customers to readily view. If there are other languages spoken that must be in that vernacular language as well as English.
28. Fire escapes are structurally sound and in good operable condition.
29. Finished sheetrock ceiling over boiler/furnace/water heater?
30. All interior information signs are installed? (i.e. boiler room, handicap accessibility, meter room, no exit, storage room, electrical room, no smoking, maximum occupancy sign)