

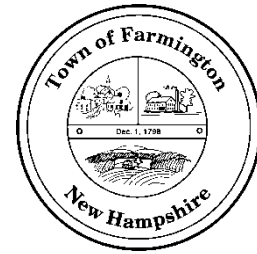


James Reinert
Chief of Department
jreinert@farmingtonfd.net

FARMINGTON FIRE RESCUE DEPARTMENT

160 Main Street
Farmington, New Hampshire 03835
Phone: 603-755-2131
Fax: 603-755-4238

EMERGENCIES CALL 911



Royal M. Ederly III
Assistant Chief of Department
redgerly@farmingtonfd.net

Common Deficiencies Found in Commercial Properties

1. Clear Paths of Egress

The Fire Inspector will look closely at the paths of egress and whether these are blocked or obstructed in any way. Having multiple exits in the event of a fire or other emergency will increase the likelihood that everyone is able to get out safely so long as they are maintained properly.

The Fire Inspector will check to see that you have:

1. Pathways that lead to every exit door and are maintained at a minimum of 36 inches wide and identify the direction to the exit.
2. Exit doors that can be opened easily and are unlocked.
3. If your property is equipped with automatic fire doors, that these can close without obstruction and are not propped open with anything that would keep them from functioning properly.
4. That the discharge from the exit is clear and allows evacuees to move a minimum of 50 feet from the building.

2. Emergency Lights and Exit Signage

Not only are the paths of egress required to be unobstructed, they must be clearly marked as well. In the event of a fire, your property may lose power and/or visibility may be reduced. All self-illuminating exit signs are required to have reliable back up rechargeable batteries and a dedicated power source. Exit signage that is not self-illuminating is required to have adequate lighting, including emergency lighting in the event of power loss. Any doors that could be mistaken as an exit shall clearly be labeled "Not an Exit".

Emergency Lighting, where required, shall also meet the same power requirements as the self-illuminating exit signage. Both self-illuminating exit signage and emergency lighting shall be tested and documented by the property owner, manger, or designee on a monthly basis and by a qualified technician on an annual basis.

Cont.

Smoke Detectors and Fire Sprinklers Save Lives

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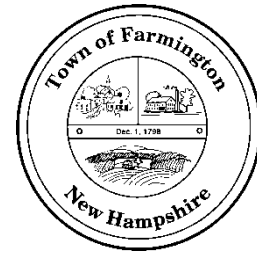


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3. Fire Extinguishers

Fire extinguishers are only to be used to assist an occupant in evacuating the property in the event of a fire. Only professionally trained personnel should attempt to extinguish a fire that does not prevent evacuation.

The Fire Inspector will pay special attention and verify that the fire extinguishers are within compliance.

The Fire Inspector will check to see that:

1. The minimum number of fire extinguishers are present.
2. The fire extinguishers meet the travel distance requirement for your property.
3. The fire extinguishers are of the correct type and size. (A minimum of 2-A:10-BC)
4. The fire extinguishers have had an annual service and inspection by a qualified technician with documentation (Inspection tag or other documentation).
5. The fire extinguishers have had a monthly inspection by the owner, manager or designee with documentation (Inspection tag or other documentation)
6. The fire extinguishers are appropriately mounted or in an approved cabinet and can be easily seen along a common path of travel.
7. The fire extinguisher access is not obstructed in any way.
8. The fire extinguishers are at the correct height (Extinguishers that are 40 pounds or less shall not exceed 5 feet from the floor to the top of the extinguisher and maintain a minimum of 4 inches from the floor to the bottom of the extinguisher. Extinguishers over 40 pounds shall not exceed 3 feet 6 inches from the floor to the top of the extinguisher and maintain a minimum of 4 inches from the floor to the bottom of the extinguisher.)

4. Fire Alarm System (If required)

The Fire Alarm System is responsible for monitoring all the detection devices, including the Fire Sprinkler System, pull stations, and various other detectors in your property. It is also responsible for initiating the notification devices that alert occupants and order an evacuation of the property in the event of an emergency.

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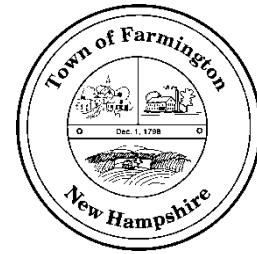


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The Fire Inspector will check to see if:

1. The Fire Alarm has been tested annually by a qualified technician under NFPA 72.
2. The batteries that supply back-up power are within date.
3. The pull stations are damaged or obstructed and are clearly visible.
4. Any detectors have been altered, damaged, or rendered inoperable by any means.
5. The Fire Alarm Control Panel is free of Alarms, Supervisories, or Troubles.
6. The Fire Alarm Control Panel and any Remote Annunciators are obstructed or damaged or found to be otherwise inoperable.
7. The Fire Alarm Control Panel, Remote Annunciators, and Pull Stations are all keyed to the required Cat 30 key.

Please have a copy of the latest Fire Alarm Inspection Report available for the Fire Inspector. This should include verification that the Fire Alarm Control Panel is monitored by a 24-hour monitoring service, that provides automatic notification to the Fire Department's Dispatch at Strafford County, of any alarm events.

If a Fire Alarm system is not required, be sure you meet the requirements for smoke/CO detection on your property.

5. Fire Sprinkler Systems (If Required)

The Fire Sprinkler System is meant to provide control of a fire and allow the occupants to evacuate the building. Though often times the Fire Sprinkler System will actually extinguish the fire, it is not the primary purpose. The Fire Sprinkler System shall be monitored by a Fire Alarm Control Panel and will initiate an evacuation when the Fire Sprinkler System is activated.

The Fire Inspector will check to see:

1. That the Fire Sprinkler System has been inspected and tested annually by a qualified technician under NFPA 25.
2. That the Fire Sprinkler Riser room is labeled as such. (If applicable)
3. That the Fire Sprinkler Riser is not obstructed and easily accessible.
4. That the Fire Sprinkler Control valves are all open and monitored or secured.

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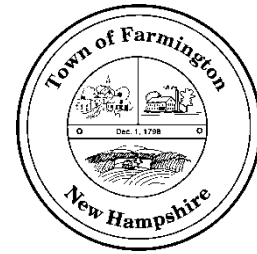


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5. That the Fire Sprinkler System is monitored by a Fire Alarm Control Panel. (If applicable. The Fire Inspector will determine if this is in fact a requirement, in most cases it is).
6. That the Fire Sprinkler Heads are unobstructed and clear of debris and dust. (18 inches of clear space from each head is required).
7. That the Fire Sprinkler system is free of leaks and is not excessively corroded.
8. That the Fire Department Connection is clear of obstruction and accessible and operational.

Please have a copy of the latest Fire Sprinkler System Report available for the Fire Inspector. This report should also include the reporting of all monitoring devices to the Fire Alarm Control Panel, if applicable.

6. Fire Drills (If Applicable)

Fire drills provide your building's occupants with familiarization of the paths of egress, exits and discharges, to allow for an expedient evacuation. Muster locations and accountability provide the Fire Department with critical information about the incident upon arrival and can mean the difference between life and death. An evacuation plan shall be made and practiced. Evacuation maps shall be posted where exits are not readily visible. Your property may be required to perform fire drills at specific time intervals and documentation of these drills may be required. The Fire Inspector will review this documentation to ensure compliance.

7. Proper Storage, Labeling, and Record Keeping of Hazardous Materials

Hazardous materials present serious problems in multiple forms in terms of Fire and Life Safety. Both fire and exposure emergencies have challenges associated with them and it is up to the property owner/manager/designee to ensure that hazardous materials are stored, labeled, and inventoried with the applicable Safety Data Sheets on site. Properly storing flammables in an approved cabinet is required. The cabinet shall be clearly labeled and unobstructed. The proper disposal and storage of rags that have been in contact with hazardous materials is also required. An SDS database or documentation shall be maintained on site and be readily available should an emergency occur. This SDS shall be updated any time a new hazardous material is added to or removed from the property. The Fire Inspector will review the SDS documentation and ensure compliance in the storage and labeling of all hazardous materials.

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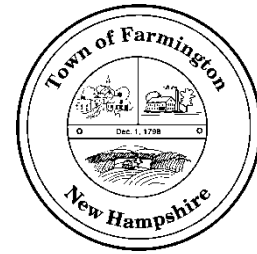


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8. Maximum Occupancy Limits

Though many commercial buildings never reach their occupancy limit, most of everything in terms of Fire and Life Safety is dictated by the occupant load potential. In order to safely evacuate a building and achieve a small margin that any life is in danger, the occupant limits must not be exceeded. The Fire Inspector will review occupant type and load factors to ensure compliance. In some cases, a Place of Assembly permit is required and is only obtained when a Letter of Compliance is issued.

9. Overloading of Receptacles and Improper Use of Multitaps and Extension Cords.

Possibly the most common deficiency, overloading receptacles, utilizing multitaps, not using surge protectors in standing with their intended use, and using extension cords as a substitute for permanent wiring is particularly dangerous. This is where most fires occur in the commercial setting. Though utilizing an extension cord for temporary use is permitted, often times one extension cord is plug into another or an extension cord is plugged into a surge protector (daisy chaining) and this is a clear fire code violation. The Fire Inspector will keep a keen eye out for this. The best remedy is to educate your employees of this hazard and correct it when it is observed. Ensure all extension cords and surge protectors are use in accordance with their manufacturer's recommendations.

10. Electrical Service Panels

Electrical Service Panels shall be maintained clear from the top of the panel to the floor for a minimum of 3 feet. This is to allow a safe work environment for anyone working in and around the panel and allow access for the Fire Department should it be required. Storage of any flammables should not be kept with 10 feet of the panel. Appropriate and legible labeling of each circuit is also required and allows the Fire Department to quickly identify and shut off areas or equipment if needed. The property is also required to have a Lock-Out Tag-Out procedure in place for any manufacturing equipment. These procedures shall be readily available for the Fire Department's use if necessary.

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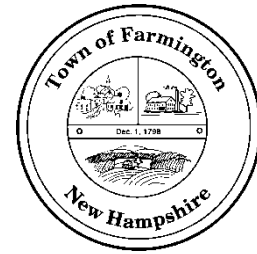


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It is urged that your place of business take Fire and Life Safety to a high standard and to provide a level of safety that your industry can be proud of. Though not required by law, individuals with Cardio Pulmonary Resuscitation and Automated External Defibrillator training can only exemplify the dedication your company takes with Life Safety. To aid this endeavor, the Fire Department offers CPR and AED training at **no cost**. Should the individuals require/request a CPR/AED certification card, the cost is \$10 and goes entirely to the American Heart Association. You may find more information at farmingtonfd.net/cpr-classes

This document is only meant to serve as a guideline for common deficiencies. Your property is subject to all applicable codes of the NFPA and will be evaluated on an individual basis. If you require any clarification for items on this list or any other concerns, the Fire Department will make itself available to expand on these. Our hope is to educate and achieve as much voluntary compliance as possible making your property safe for everyone.

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