



# OXFORD FIRE DEPARTMENT BUSINESS SURVEY CHECKLIST



The Oxford Fire Department strives to make sure your annual Fire Department Survey as easy as possible with minimal impact to your ability to conduct business. Our ultimate goal is to help you maintain a safe environment for both your employees and customers and ensure you are educated on fire safety best practices.

Below you will find a checklist of common problems the fire department encounters during our annual surveys. Please feel free to use this at any time throughout the year to help ensure your business will remain safe for all of your employees and customers. If you have any additional questions or concerns throughout the year please do not hesitate to reach out to Lt. Rodney Ball (Inspection Division) at 256.689.0992 or [rodney.ball@oxfordal.gov](mailto:rodney.ball@oxfordal.gov).

- Permit on site for all renovations/construction
- Business License if current and displayed appropriately
- If AED is on site is it operational and all employees know where it is located
- Fire Rated doors have proper closing devices in good repair
- Exit signs are operational and unobscured
- Egress doors are free to open without key or special knowledge
- Fire exits & means of egress shall remain unobstructed & unlocked when business open
- Extension Cords and flexible cords should not be used as permeant wiring
- Outlets, switches, and junction box covers should be in place
- Electrical Equipment room shall be clearly identified and illuminated
- Electrical Room clear of combustibile materials & breaker boxes clear of obstruction
- Operational Emergency Lights spaced throughout the building
- Knox Box (where required) must be operational with up to date keys
- Current floor plan must be kept in a tube near fire alarm panel
- Chemical storage areas properly identified (where applicable)
- Flammable liquids stored in proper containers and storage cabinets (where applicable)
- Extinguishers located and mounted without obstruction with current inspection tag
- Monitored Alarm system inspected & tested in last 12 months w/ report available
- Smoke detectors installed and operational in all required areas



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- Fire service elevator keys are readily available (if applicable)
- Elevator inspection is current and available for viewing onsite (if applicable)
- Testing and inspection tag is current and displayed on sprinkler system riser
- Fire Department connections for sprinkler system are marked, clean, and unobstructed
- Sprinkler Heads are clear of all obstructions
- Commercial Cooking equipment is located under approved hood system (if applicable)
- Each hood & suppression system has current inspection tag displayed
- Mechanical, broiler, and electrical rooms are clear of stored combustible materials
- Open flame devices are not being used within 10ft of combustible construction
- Ceilings, walls, and floors that are designed as a fire separation are maintained
- Storage areas are clean and orderly
- Combustible materials are not stored in stairwells or elevator lobbies

If you have any questions or concerns regarding your upcoming inspection please do not hesitate to reach out to Lt. Rodney Ball (Inspection Division) at 256.689.0992 or [rodney.ball@oxfordal.gov](mailto:rodney.ball@oxfordal.gov) or the Oxford Fire Department at 256.831.3208. We look forward to working with you and your business for years to come in the City of Oxford!

Please keep in mind this is not meant to be an exhaustive list, but a tool to help you prepare for your annual Fire Survey.