

Town of Bedford

Fire Department

(603-472-3219
FAX (603) 472-4565

BEDFORD SAFETY COMPLEX
55 CONSTITUTION DRIVE
BEDFORD, NEW HAMPSHIRE 03110-6008

Building Department

Health Department

(603) 472-3838
FAX (603) 472-4565

Occupant Pre-Inspection Checklist

(Please complete this form before your scheduled inspection)

Business Name:

Business Address:

Owner's Name:

Owner's Address:

Property Management Co.:

Property Management Telephone:

EMERGENCY CONTACTS:

Business Telephone:

Emergency Contact #1:

Primary Telephone:

Secondary Telephone:

Emergency Contact #2:

Primary Telephone:

Secondary Telephone:

Emergency Contact #3:

Primary Telephone:

Secondary Telephone:

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The following is a checklist of common fire code violations that can be easily identified and corrected by the occupant prior to a fire/life safety inspection:

Yes N/A

- If locks have been changed, copies of keys have been made for the Fire Department
- Portable Fire Extinguishers have been serviced and tagged within the last 365 days
- Fire Extinguishers are clear of obstructions, and are properly mounted on the wall
- Fire Alarm System serviced within the last 365 days (provide the Fire Department with a copy of this report)
- Sprinkler System serviced within the last 365 days (provide the Fire Department with a copy of this report)
- Commercial Kitchen Hood cleaned and inspected (provide the Fire Department with a copy of this report)
- Any deficiencies on these service reports have been corrected
- Commercial Kitchen Suppression System serviced and tagged within the last 365 days
- All EXIT signs are in proper working order
- All Emergency Backup Lights are in proper working order
- Exit doors are free of obstructions and open easily
- Electrical Panels are free of obstructions, and all circuit breakers are labeled
- Extension cords are not being used as permanent wiring
- Power-strips are not "daisy chained" together
- 18" of clearance provided around and below all sprinkler heads
- Heating appliances are clear of storage

When completed, this form can be emailed to tplante@bedfordnh.org, faxed to (603) 472-4565, or be provided in person to the Fire Department on the day of your inspection.