



Northville Township Fire Department

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Dear Sir or Madam,

The Northville Township Fire Department is constantly working to protect the safety of our residents, businesses and visitors. This includes a proactive approach to fire inspections, plan review, fire protection system review and acceptance and pre-planning. Each one of these components is imperative to creating a comprehensive framework for the safety of our occupants in businesses and public buildings across the township.

This Fire and Life Safety Self-Inspection provides guidance and direction to our business community. This includes information on common violations, fire inspections, pre-planning and emergency preparedness. The following list complies with the 2015 International Fire Code as adopted by Township Ordinance, applicable standards and best practices. Please utilize this guide to prepare your business and staff with strong fire safety practices. While this not an all-inclusive list, the items outlined will also assist you in protecting your investment. The items below are common violations found while conducting fire inspections.

Please review this guide and prepare the documents outlined within. We thank you in advance for your commitment to the safety of your staff, visitors and the community. We appreciate being your partner in making Northville Township a safe place to live, work and do business.

General Safety

- All business contact information must be updated annually or anytime there is a change. Please complete the **Commercial Property Information and Emergency Contact Form** as found on our website.
- Chemical survey.** Complete the Chemical Survey form as found on our website.
- All fire protection systems must be maintained in accordance with 901.6.1. Records must be maintained on site for three (3) years (901.6.2). Access must be provided to all fire protection equipment.
- Fire sprinklers.** Fire sprinkler system must be serviced and maintained at least annually and per NFPA 25. Records must be available at the time of inspection (901.6.2, 903.5).
 - Write date of last service here: _____
- Fire department connections (FDC).** FDC's must be kept clear of obstructions, caps must be in place and they must be accessible at all times (912.2.2, 912.3).
- Fire alarm.** Fire alarm systems must be serviced and maintained at least annually and per NFPA 72. Records must be available at the time of inspection (901.6.2).
 - Write date of last service here: _____
 - Do you have records of your most recent fire alarm inspection: _____
- Kitchen hood systems.** Kitchen hood systems (UL 300) must be serviced and maintained at least every six months per NFPA 17A (904.5.1). Commercial kitchens must also have a Class K extinguisher in place. Manual pull station must be accessible. Also see NFPA 96 for additional maintenance. Hood systems must be professionally cleaned based on their frequency of use from monthly to annually. Records must be available at the time of inspection (901.6.2).
 - Write date of last hood suppression inspection here: _____
 - Have the previous hood suppression inspection records available: _____
 - Write date of last cleaning here: _____

- Have the previous hood cleaning reports available: _____
- Specialty protection systems.** Specialty systems must be serviced and maintained according to their specific standard and listing. Records must be available at the time of inspection (901.6.2).
- Fire extinguishers.**
 - Fire extinguishers must be installed to comply with the IFC and NFPA 10.
 - Extinguishers shall be inspected and tagged by a professional contractor at least annually.
 - Extinguishers must be easy to identify and access at all times (906.5).
 - Extinguishers must be hung from brackets or installed in cabinets, must be 4" off other floor with the tops no higher than 5 ft. off the floor, at least 2A rated and spaced every 75 ft. (906.5-906.9.3).
 - Records must be available at the time of inspection (901.6.2).
 - Write date of last service here: _____
- Identification and addressing.**
 - Building addresses must be visible from the street, on a contrasting background, in Arabic numbers, at least 4" in height with at least 0.5" stroke width (505.1).
 - The address and business name must be labeled on the rear doors of a multi-tenant building (ie. Strip mall, etc.) (505.1).
- Fire lanes.**
 - Signage must be provided per the Northville Township Fire Lane Standards (503.3).
 - Fire department access cannot be obstructed (503.4) and must be maintained properly (no large potholes, etc.). Roads must be all-weather and maintained all-weather.
- Fire hydrants.** Clear space must be provided three (3) feet in all directions (507.5.5.).
- Knox box.** Knox box keys must be updated if any changes have occurred. If a Knox-Box is not installed, one will have to be purchased and installed (506.1, 506.2).
- Exit signs.** Exit signs must remain lit and operational at all times (1011.1, 1011.2).
- Emergency lights.** Emergency lights must be tested monthly for at least 30 seconds. Annual tests should operate the lights for 90 minutes. Records must be provided to the fire department. Complete the NTFD Emergency Light Testing Form.
- Labeling.** Door labels must be provided for all doors leading to electrical rooms, fire protection systems, hazardous materials, gas storage, etc. (605.3.1). Letter height must be at least 2 inches in height (ie. Riser room, FACP, etc.)
- Egress.**
 - All building egress doors must remain accessible, clear of obstructions, with proper handles, panic hardware, locks, etc. Slide bolts are not approved (1008.1.9.4).
 - Additional fortification that prevents egress is not permitted without approval (1031.2.1).
 - Doors must swing in proper direction, must close and latch. Proper aisle widths are provided.
 - Doors cannot be concealed by curtains, mirrors, drapes, decorations or other materials (1008.1). The means of egress cannot be obstructed (1003.6).
 - All doors must be openable from the inside (egress side) without the use of a key or special knowledge or effort (1008.1.9).
 - If the main exit door (Assembly) is provided with a key-operated lock a sign must be located adjacent to the door stating "THIS DOOR MUST REMAIN UNLOCKED DURING BUSINESS HOURS."
 - Minimum aisle width is 36" (1018.2), but may be required to be larger based on occupant load.
 - Means of egress must be free from obstructions including snow, ice, etc. (1031.3).
- Occupancy load signs.** Must be provided for any assembly space. Signs can be provided by the fire department upon request. Signs must be posted in a conspicuous location, near the main exit (1004.3).
- Storage.**

- Combustibles must be kept clear of ignition sources such as furnaces, water heaters, lights, appliances, etc. Distances must be a minimum of 18" away (305.1).
- 18" of clearance must be provided below sprinkler heads. In buildings without sprinklers, a minimum clearance of 24" must be provided (315.3.1).
- No storage under unprotected stairways.
- Storage must be orderly (315.3).
- Storage in attics and concealed spaces is not permitted unless the storage side has a 1 hour fire resistant construction and openings are protected by rated, self-closing assemblies (315.3.4).
- No storage permitted in exits or enclosures for stairways and ramps (315.3.2).
- Combustible materials shall not be stored in boiler, mechanical or electrical rooms (315.3.3).
- Clearance must be provided between combustibles and any heat producing equipment (305.1, 315.2). This includes furnaces, water heaters, electrical panels, space heaters, machinery, etc.
- Where buildings are protected by automatic sprinklers, the outdoor storage, display and handing of combustible materials under overhangs or canopies is prohibited (315.4.1).
- Waste accumulation is prohibited (304.1, 304.2).
- Oily rags or similar must be stored in approved metal containers with self-closing lids (304.3.1).
- **Electrical hazards.**
 - Clearance around the electrical panel must be at a minimum of 30"W x 36"D x 78"H (605.3).
 - Extension cords.
 - Extension cords may only be used for temporary purposes and only to serve one device. Extension cords may not extend through walls, ceilings, floors or under doors and must be plugged directly into an approved receptacle (605.5, 605.5.1).
 - All extension cords must be of the proper ampacity for the appliance it is serving (605.5, 605.5.1, 605.5.2).
 - Any power cord that is frayed or worn should be removed from use. Only use cords rated for the required power load you are using (605.5.3).
 - Make sure that all circuit breakers are identified with updated locations.
 - Open junction boxes or open wire splices or outlet covers are not permitted (605.6).
 - Multi-plug adapters are prohibited. Surge protectors or power taps must be grounded, equipped with overcurrent protection and listed. These devices must be plugged directly into an outlet (no piggybacking). Wiring must not extend through walls, ceilings, floors or under doors. (605.4, 605.4.1, 605.4.2).
- **Portable electric space heaters** must be listed, plugged directly into an outlet and not used in I-2 facilities (605.10, 605.10.1, 605.10.2, 605.10.3). Only use heaters that have tip-over protection.
- **Compressed gas cylinders.** Cylinders must be secured to prevent falling, must be kept 10 ft. from all combustibles and must have caps in place (3003.5.3, 3003.6, 3003.6.1).
- **Flammable liquids and combustible liquids (Class IA, IB, IC, II, IIIA, IIIB).**
 - Flammable or combustible liquids in excess of 10 gallons must be stored in liquid storage cabinets. Less than 10 gallons can be stored in approved locations (3404.3.4.4.).
 - Flammable and combustible liquids must be stored in accordance with Table 3404.3.4.1 (Group M) and 2703.1.1(1) (all other occupancies).
 - Basements. Class I liquids can be stored in basements if under the MAQ and sprinkled. Class II and IIIA liquids can also be stored but must be sprinkled (3404.3.5.1). **No storage if not sprinkled.**
- **Fire resistive barriers.**
 - All penetrations between ceilings, floors, and walls must be sealed (703.1).
 - Fire doors may not be blocked and must positively latch (703.2, 703.2.3).
 - Ceiling tiles must be in place, no penetrations through walls or ceilings (703.1).

- Elevators.** Keys must be provided for the elevator room, fire department control functions and the drop keys for the specific elevator and must be provided in a location approved by FD (607.4).
- Generators.** Generators must be serviced, maintained and tested in accordance with their manufacturer recommendations (Section 604).
- Dumpsters.** Dumpsters must be kept at least 10 feet from the building (304.3-304.3.4).
- Emergency preparedness.**
 - Evacuation drills must be conducted according to the IFC (Chapter 4).
 - Maps must be provided for all evacuations.
 - Maps must be provided to the fire department.
 - Safety Data Sheets (SDS) must be provided to the fire department (407.2).
 - Have all appliances serviced annually to make sure they are functioning properly.
 - Employee Training including Fire alarm activation; Fire sprinkler activation; Kitchen fire response; Fire extinguisher use; Evacuation procedure; Fire drills.
- Additional resources.**
 - Please visit www.northvillemich.com/fire and click on **Business Resources** to find additional documents and resources.
- Commercial Kitchens**
 - See the Commercial Kitchens Inspection Guide (IFC 609, 904). Includes semiannual inspection of the hood suppression system.
 - See the Kitchen Hood Cleaning Requirements (IFC 609, 904). Includes cleaning frequency, documentation, etc.
- Items to provide to FD**
 - Updated master keys
 - Updated **Commercial Property and Business Information form**
 - Updated **Chemical Survey**
 - Sprinkler system testing and maintenance documents
 - Fire alarm system testing and maintenance documents
 - Kitchen hood system testing and maintenance documents
 - **Emergency Light Testing Form**
 - Updated facility maps

Please remember that it is your responsibility to maintain your building and/or property in compliance with the Fire Code. If you have any changes or updates to the information submitted, please notify us as soon as possible.

Respectfully,



Thomas M. Hughes, Jr.
Fire Marshal