



CITY OF UNIVERSAL CITY FIRE DEPARTMENT
OFFICE OF THE FIRE MARSHAL

2150 Universal City Blvd. Universal City, TX 78148

210-659-0333

(COMMERCIAL) SELF-FIRE INSPECTION CHECKLIST

Property Address: _____

Exits/Mean of Egress

Pass Fail

- Exit doors unlocked/unblocked.
- Exit access is unobstructed.
- Exterior of exit doors are clear.
- Exit doors are operable.
- Enclosed exit stairways clear and free of storage.
- Exit lights are operable.
- No added surface bolts/latches/locks on exit doors.
- Exit doors readily distinguishable as such, with no mirrors or other coverings over doors.

Fire Protection Systems

- Fire alarm, fire sprinkler and suppression systems are inspected and tested annually.
- Sprinkler connection (FDC) is unobstructed and accessible.
- FDC caps in place and FDC couplings freely spin.
- Sprinkler heads are unobstructed with no storage within 18 inches (36 inches for ESFR and Large Drop fire sprinklers).
- Sprinkler heads are free of paint, corrosion, or other debris.
- Sprinkler valve rooms are accessible and free of storage, and their location identified.
- Fire alarm devices (pull stations, control panels, etc.) are accessible.
- Fire alarm monitored by UL central station if required.
- Fire Alarm Control Panel (FACP) accessible and location identified.
- Fire alarm system horns and strobes are not obstructed.
- Kitchen hood suppression system inspected at 6 month intervals.
- Kitchen hood vent system inspected and cleaned at required intervals.
- Kitchen hood suppression system remote pull is accessible.
- Fire extinguishers inspected annually.
- Fire extinguishers are accessible and mounted.
- Travel distance from all portions of the building less than 75' to a fire extinguisher

Fire Protection Assemblies

Pass Fail

- Fire doors are operable by self-closing and latching.
- Fire doors are not wedged or propped open.
- Roll down fire doors drop tested by outside testing agency each year.
- Fire rated walls, floor, and ceiling construction not Breached.

Hazardous Materials

- No open containers of flammable or combustible liquids.
- Material Safety Data Sheets (MSDS) are on site (hard copy or electronic version must be available).
- Compressed gas cylinders secured upright.

Electrical

- Emergency lights tested each year.
- Emergency generator is fully tested annually.
- Extension cords not used in place of permanent wiring.
- Outlet/switch/electrical covers in place.
- Covers for junction boxes, panels, etc. are in place.
- Electrical rooms are identified as such.

Housekeeping

- No accumulation of combustible waste.
- Electrical, mechanical, boiler rooms are accessible and free of storage.
- 3-foot clearance maintained around electrical panels.
- Electrical equipment and motors free of debris and build-up (i.e. sawdust, lint, etc.).

Miscellaneous

- Street address numbers posted and clearly visible.
- No combustible decorative material in exit corridors or assembly occupancies.
- Privately-owned fire hydrants accessible.
- Privately-owned fire hydrants painted per UCFD regulations.
- LPG gas tanks subjected to vehicle traffic protected from damage.
- Access road unobstructed.
- If required, UCFD KNOX Key Box installed, and keys updated.

This list is meant to provide property owners the opportunity to pre-inspect his or her property prior to City Inspectors conducting an onsite visit. This list is not all-inclusive to what inspectors will be checking.