



GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS
OFFICE OF THE GOVERNOR

VIRGIN ISLANDS FIRE and EMERGENCY MEDICAL SERVICES

“Providing Safety, Service, and Satisfaction”



St. Thomas/St. John: 1005 Ross Taarneberg, St. Thomas, VI 00802 ~ Tel: (340) 774-7610
St. Croix: No. 3019 Orange Grove, St. Croix, VI 00820 ~ Tel: (340) 773-8050 ~ Fax: (340) 773-8032

General Requirements for Fire Safety Inspection

Items Checked Below Are Required For Fire Safety Inspection

- ☐ **Business Identification**
 - ♦ A sign shall be affixed outside of the building or door so that it may be seen from the closest main road or hallway.
 - ♦ This sign shall contain the name of the business, its physical address and the bay, or suite numbers where applicable.
 - ♦ The fire inspector shall verify your current business license.
- ☐ **Exit Signs**
 - ♦ Approved mounted sign(s) readily visible from any direction of exit access shall identify an exit.
Exception: where the main exterior exit doors are obviously and clearly identifiable as exits.
 - ♦ Lettering on an exit sign shall be at least 6" high and 2" wide.
 - ♦ Directional Indicators – “**Exit**” with chevron or similar designation showing the direction of travel shall be located where direction of travel is not apparent.
 - ♦ Exits are to be accessible (unlocked) from inside the building or structure once the premises are occupied.
- ☐ **Emergency Lighting**
 - ♦ Is normally required for medium to large buildings, however depending on type of business or occupancy, emergency lighting facilities may also be required.
 - ♦ Emergency lighting must illuminate stairways.
- ☐ **Electrical Service**
 - ♦ All electrical service connections inside and outside of the building must be in a completed state.
 - ♦ Electrical splices must be contained inside junction boxes.
 - ♦ Panel boxes, outlets, switches, junction boxes, must be covered.
 - ♦ Panel boxes must be labeled.
 - ♦ Light fixtures must have appropriate covers and be supported by approved means.
 - ♦ Condemned or unused electrical distribution systems/wiring shall be removed.
 - ♦ Maintain accessibility of electrical panel box at all times.
- ☐ **Fire/Smoke Detection & Alarm Devices**
 - ♦ Smoke Detectors and Fire Alarms shall be located in all rooms/spaces, to include storage spaces and high hazard areas.
 - ♦ Place devices on ceilings, six (6) to twelve (12) inches from walls or corners. Or place on walls six (6) to twelve (12) inches from ceiling and corners.
 - ♦ Devices shall not be painted, or placed in such a manner that the flow of heat or smoke would be obstructed from the device.
 - ♦ Number and distribution to be based upon size and design of building or structure.
- ☐ **Fire Extinguishers**
 - ♦ The minimum size fire extinguisher required shall be a 5lb ABC Dry Chemical.
 - ♦ Fire extinguishers shall be mounted in accordance with the following instructions:
 1. Fire extinguishers weighing less than 40lbs, the extinguisher should be installed so that its top is not more than 5' above the floor
 2. Fire extinguishers weighing more than 40lbs, the extinguisher should be installed so that its top is not more than 31/2' above the floor.
 3. Fire extinguishers shall be mounted proximal to exits.

- ◆ Fire extinguishers shall be maintained in a state of readiness and be accessible at all times.
- ◆ Verification of annual service checks of fire extinguishers.
- ◆ The number of, size and types of fire extinguishers required shall be determined by the type of business, its inherent processes, its size and layout of the business.

☐ **Building Care and Maintenance**

- ◆ Removal and replacement of damage or deteriorated building facilities i.e. stairs, handrails, electrical distribution systems, air conditioning and ventilation systems.
- ◆ Use of appropriate safety cans for the storage of cleaning solvents and designated storage areas for these types of materials.

☐ **Housekeeping Interior**

- ◆ Layout and Equipment – work areas, storage areas, and equipment should be situated in a manner so that it will prevent the clogging of aisles.
- ◆ Materials Handling and Storage – Sufficient facilities must be provided so that materials can be stored neatly and facilitate maneuverability. *The height and type of materials being stored is addressed by the fire codes.* Disorderly storage attracts debris and trash in forgotten corners. Unchecked, this may lead to blocked exits, inaccessible fire extinguishers, fire doors becoming inoperative, etc.
- ◆ Cleanliness and Orderliness – Fire safety is immeasurably improved when attention is paid to keeping all areas as clean and neat as possible. I.E. Adequacy of waste removal devices, sufficient noncombustible wastebaskets, bins, dust and lint removal, kitchen exhaust ducts and equipment cleaning etc. There should be in place a regularly scheduled waste removal and cleanup program for your business.

☐ **Housekeeping – Outdoors**

- ◆ There shall be no accumulation of rubbish, waste, tall grass, or weeds close to buildings and/or storage piles.
- ◆ Discarded crates, utility shacks or other combustible materials shall not clutter clear spaces.
- ◆ Accumulation of waste shall not be located within thirty feet (30') of a structure or building.

☐ **Process-related Housekeeping Problems**

- ◆ Flammable/Combustible/Caustic Liquid Spills – Proprietors shall have a written plan identifying what course of action will be taken in the event of a spill and they must have on hand a supply of suitable absorptive materials and tools to contain spills
- ◆ Flammable/Combustible/Caustic Waste Disposals – Business owners shall refer to Material Safety Data Sheets, DPNR, and other Local Authorities regarding the appropriate guidelines for the handling and disposal of these products.
- ◆ Packing Materials – Most packing materials are combustible. Large quantities should be stored in special vaults or storerooms. Packing materials not properly stored shall be discarded.

☐ **Means of Egress**

- ◆ Continuous and unobstructed way of travel from any point in a building or structure to a public-way shall be maintained.
- ◆ Components of A Means of Egress
 - **Exit Access** – portion of a means of egress that leads to an exit.
 - **Exit** - portion of a means of egress that is separated from all other spaces of the building or structure by construction or equipment as required to provide a protected way of travel to the exit discharge. ***Exits include exit doors, exit passageways, horizontal exits, separated exit stairs, and exit ramps.***
 - **Exit discharge** – portion of a means of egress between the termination of an exit and a public-way.
 - **Panic Hardware Doors with/without Alarm**

☐ **Illumination of the Means of Egress**

- ◆ Illumination of the means of egress shall be provided for exit access and shall include designated stairs, aisles, corridors, ramp escalators, and passageways leading to an exit. Exit discharge shall include designated stairs, aisles, corridors, ramps, escalators, walkways, and exit passageways leading to a public-way.
- ◆ Illumination of the means of egress shall be continuous during the time that the conditions of occupancy require that the means of egress be available for use. Artificial lighting shall be employed at such places and for such periods of time as required to maintain illumination.

- ☐ **Emergency Evacuation Plan**
 - ◆ A written plan providing emergency evacuation procedures pertinent to the rapid and safe evacuation of the building or structure. A log of scheduled “practice runs” shall be maintained.
 - ◆ A floor plan (drawing) identifying the layout of the structure i.e. workspaces, storage areas, dead end corridors, exits. A copy of the floor plan shall be posted throughout the building in conspicuous locations so that employees or visitors can look at the plan and identify the closest exit serving their present location.
- ☐ **Occupancy Load**
 - ◆ The total capacity of the means of egress for any story, balcony, tier, or other occupied space shall be sufficient for the occupant load thereof.
 - ◆ The occupant load in any building or portion thereof, shall be the number determined by dividing the floor area assigned to that use by the occupant load factors in accordance with Chapters 8 - 28 of the N.F.P.A. Life Safety Code 101
 - ◆ Occupant load for places of assembly ***Shall Be Conspicuously Displayed.***
- ☐ **Fire Alarms & Detection Systems**
 - ◆ Certified installation
 - ◆ Annual maintenance verification.
 - ◆ Log indicating monthly checks.
- ☐ **Fixed Fire Protection/Suppression Systems** – Dry Chemical, Carbon Dioxide, and/or Halon Extinguishing Systems
 - ◆ Certified installation required
 - ◆ Maintenance verification required
 - ☐ Standpipe and Hose Systems
 - ☐ Sprinkler Systems
 - ☐ Fire Pumps & Water Source
 - ☐ Manual Pull Stations
 - ☐ Horn & Strobe
- ☐ **Control of Smoking**
 - ◆ Designate safe and convenient smoking areas.
 - ◆ Equip smoke areas with ample smoking receptacles.
 - ◆ Designate “non-smoking” areas. ***Install no-smoking signs and enforce no smoking rules in restricted areas.***
- ☐ **Special Hazards**
 - ☐ Illuminated exit signs shall be installed. Must comply with guidelines for ***Exit Signs*** – mentioned above.
 - ☐ Chemicals stored in appropriate storage rooms, cabinets, or containment units. A list of chemicals shall be generated and stored with respective ***Material Safety Data Sheets***. Storage areas to be clearly labeled.
 - ☐ Appropriate location/protection of propane gas cylinders and piping.
 - ☐ Commercial kitchen hood with complete exhaust duct systems.
 - ☐ Commercial kitchen hood with fixed extinguishing system.
 - ☐ Other: _____