



DEPARTMENT OF BUILDING, PLANNING, & ZONING

VILLAGE OF NEW PALTZ

25 Plattekill Avenue, New Paltz, NY 12561

FIRE INSPECTOR

PRE-FIRE INSPECTION PREPARATION CHECKLIST

At the time of the inspection, please be sure to have the following available for review (if applicable):

1. Record of annual fire alarm system tests
2. Elevator inspection certificate(s)
3. Record of 6 month inspection of kitchen hood AES systems
4. Record of 6 month cleaning of kitchen hoods
5. Record of annual fire sprinkler system inspections & tests
6. Record of annual standpipe system inspection- hose, etc
7. Record of annual private hydrant(s), flow test
8. Record of testing & maintenance of emergency and standby power systems
9. Certificates are posted that indicate that each boiler has been inspected in compliance with §204 of the Labor Law
10. Records of inspection, testing & maintenance of electrically operated partitions maintained on premises and available for inspection. NOTE: Inspection/testing/maintenance intervals are those recommended by the manufacturer
11. Record of testing & maintenance of emergency generator

You may also want to check on the following prior to the inspection:

1. Exterior fire department Siamese connections for standpipe & sprinkler systems are not obstructed, do not leak, caps are in place and fittings are not rusted and swivel feely
2. Exit doors open easily and close and latch from any position
3. Interior fire & smoke doors are not chocked open, open easily and automatically close and latch from any position
4. Test & repair (if needed) exit signs & emergency lighting
5. No storage in any means of egress (including hallways & stairways)
6. No combustible storage in mechanical, elevator control, boiler & electrical rooms
7. Electrical Panels are clear and accessible
8. Fire extinguishers are present as needed
9. Fire extinguishers are mounted, not obstructed and their tags show current annual inspection date from an approved company by the Village of New Paltz
10. Extension cords not in use, other than for temporary use.
11. Power strips have surge protection/circuit breaker, are not piggy backed into one another and are directly connected to receptacles (no extension cords).
12. Portable electric space heaters are UL approved, have a tip over safety switch & are directly connected to a receptacle (not a power strip).
13. Make sure that all smoke and carbon monoxide detectors are present as needed and are up to date (check expiration date and replace batteries as needed)

A quick survey of these issues, in addition to keeping your buildings safe, will simplify & speed the inspection process.