

## INSPECTIONS . . . . . WHAT TO EXPECT

- A uniformed Longview Fire Inspector will:
  - ◇ visit your facility during normal business hours. (*For your safety, always ask for the Inspector's credentials*)
  - ◇ always be courteous and considerate of your time.
  - ◇ comply with the best time to conduct the required inspection.
  - ◇ always clearly state inspection results in writing with a re-inspection date assigned, if required
- Information may be left to enable you to self-inspect your premise in order to be ready for the official inspection.
- Upon written request providing a reasonable explanation, a time extension may be granted by the Fire Marshal.

### Understanding The Results

- The Inspector is there to help you and will be glad to explain the results and answer any questions you may have.
- At any time, you may contact the Fire Marshal through the Fire Marshal's Office @ 903-237-1119

**The Longview Fire Marshal's Office is confident that through education and awareness your place of business can be a fire safe facility.**

## BE PREPARED

- Post your building's evacuation plan
- Know at least two ways out of your work area/building
- Conduct regular fire drills
- Know where the fire extinguishers are located and how to use them
- In case of a fire, ALWAYS use the stairs to exit; DO NOT use elevators
- Avoid blocking exits
- Keep hallways, stairways and exits clear of trash, cleaning supplies and other storage
- Report locked or blocked exit doors to building owner and the Fire Marshal

Longview Fire Marshal's Office offers many fire safety programs.

To schedule, call the Fire Prevention Technician at 903-237-1119.

IN CASE OF AN EMERGENCY  
CALL 9-1-1



**LONGVIEW  
FIREMARSHAL'S  
OFFICE**

## FIRE INSPECTIONS

*Are You  
Up to  
Code?*

**A Guide to  
Fire Inspections**

**Longview Fire Department  
Fire Marshal's Office  
Johnny Zackary, Fire Marshal**

**200 S Center St., P.O. BOX 1952  
Longview, Texas 75606**

**Phone: 903-237-1119 – Fax: 903-291-5322  
<http://fire.longviewtexas.gov/>**

## ANNUAL INSPECTIONS

### Why?

*It is the law. State and local fire codes require that every business receive a fire inspection regularly. These inspections will greatly reduce the occurrence of injury and fire in your business.*

### What You Can Do?

*The best way for you to prepare for your upcoming inspection is to follow the preventative measures outlined in this brochure.*

### How We Can Help?

*Each Longview Fire Department Inspector is trained and skilled in the current fire code requirements and will be glad to answer any questions that you may have about your upcoming inspection.*

## GOOD HOUSEKEEPING:

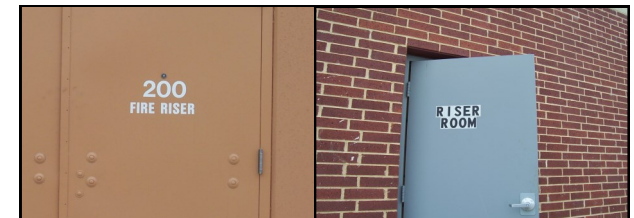
- Remove trash daily to a dumpster that is away from your building, covered and locked.
- Keep hallways, corridors and aisles clear of storage and clutter.
- Keep Exit doors clear and free of clutter.
- Ensure Exit signs are illuminated.
- Remember to turn off small appliances (i.e., coffee pots)
- Do not use electrical extension cords for permanent operations. For heavy duty equipment please consult an electrician. A store bought circuit breaker strip plug can be used for minor electrical equipment.
- Keep all storage down 24" from the ceilings (18" below fire sprinkler equipped areas).
- Do not allow smoking in the building.
- Do not store combustibles within 36" of a heat producing appliance (i.e. water heater).
- Keep outside brush and weeds away from the building.
- Dispense flammable and combustible liquids in a properly ventilated area using safety cans or original containers. Always follow proper bonding and grounding procedures.
- Keep fire sprinkler control valves, fire hydrants, and fire department connections accessible. Maintain a 36" clearance to these connections.

**Assign someone to check these things each day and create a maintenance log.**

## FIRE ALARMS and FIRE PROTECTION SYSTEMS:

The following items offer the best early warning and quickest response to a fire:

- A fully functional fire sprinkler system connected to central station monitoring (tested annually by a licensed firm)
- A fire detection system connected to central station monitoring (tested annually by a licensed firm)
- Manual fire alarm pull stations located throughout the facility
- Portable fire extinguishers that are wall mounted near exits, highly visible, unobstructed and located every 75 feet
- A hood and duct fire system over commercial cooking equipment



*Riser Room Doors should be clearly labeled in a contrasting color preferably with suite numbers*

## ON THE OUTSIDE:

- Clear and visible fire lanes
- Knox box and Knox lock system
- Clearly labeled utility and fire riser rooms
- Fully functional exit & emergency lighting systems
- Clear and visible street numbers



*Unobstructed Fire Hydrant*

*Clearly marked Fire Lane*



*All meters should be clearly marked with a suite number*



*Suite numbers should be clearly marked on storefronts*