

(Pre-Inspection Notice Letter)

Dear Business Owner:

Your business or property is due for a routine fire inspection. Sometime in the near future a Fire Inspector will visit the site and check for fire safety violations. You do not need to schedule an appointment; the inspector will drop by when working in the area. If you need to schedule the inspection in advance, call us at 503-823-3700.

Please take a few minutes to review the enclosed list of hazards commonly found during inspections, and survey your building for possible problems. We also encourage you to check for any safety issues that are specific to your type of business and correct them immediately. You will be mailed an invoice for the inspection and violations noted by the inspector, so you can reduce your cost by eliminating hazards prior to the inspection.

Routine fire inspections have proven to reduce fires and associated loss, including death and injury. Our inspectors find and abate thousands of fire hazards each year, some of them quite serious. Since fire damage often affects adjacent buildings and offices, a comprehensive code enforcement program benefits everyone who lives and works in Portland.

For more information about our code enforcement program, including fees, visit our website at [www.portlandonline.com/fire/](http://www.portlandonline.com/fire/). If you have questions contact us by email at [efp@fire.ci.portland.or.us](mailto:efp@fire.ci.portland.or.us) or phone at 503-823-3700.

**ITEM #:**

1. **Provide approved address identification for building including suite or unit numbers (letters), plainly visible and contrasting to background color.**

It is important that your address be visible from the street fronting your property. Suite or Unit numbers/letters should also be plainly visible. For larger complexes or buildings set back from the street, additional signs may be necessary as emergency responders are dispatched to an address. If the address does not readily identify the property location, precious time may be lost time that can save lives.

2. **Remove obstruction and/or combustible material from exit-ways, stairways and fire escapes.**

The safest way out of your place of business in an emergency is through the exits. Make sure that storage and merchandise is kept clear of exits and exit paths.

**3. Secondary exits must be clearly marked; ensure that illuminated exit signs are fully lit at all times.**

Generally all exits except the main entrance are required to have an 'EXIT' sign. If there are lighted exit signs, all bulbs must be illuminated when the building is occupied. Replace bulbs and check the operation of emergency lighting to ensure that they will work in the event of an emergency.

**4. Repair fire doors to their automatic self-closing and latching condition. Remove all wedges and door stops.**

Doors that have self-closing devices are designed to keep fire and smoke from spreading to other areas of the building. When placing devices that hold these doors in the open position, such as wedges and door stops, you reduce your chances of escape in the event of a fire. This practice allows for more rapid spread of fire and smoke throughout the building and increases the amount of fire damage.

**5. Discontinue use of extension cords and multi-plug adapters. (UL listed multiple-outlet strips with circuit breakers are acceptable).**

Extension cords are designed only for use with portable appliances, (i.e.: drill, buffer, grinder) not in place of permanent wiring. Multi-plug adapters are never allowed. The use of extension cords and non-approved, multi-plug adapters may overload the electrical circuit capacity and have been shown to be a major cause of fire. UL Listed multiple-outlet strips with built in circuit breaker protection is allowed in lieu of extension cords. These outlet strips must plug directly into the wall outlet and the appliance must plug into the outlet strip.

**6. Provide cover plates to all open electrical boxes and switches.**

To confine potential arcing to within the safety of the outlet and junction boxes, replace all missing and damaged cover plates

**7. Maintain 30" clearance in front of, and clear access to, all electrical panels.**

Clearance around and access to your electrical panels allows firefighters to quickly access circuit breakers in case of emergency. If your panels are in an enclosed room, provide permanent signage (i.e. "Electrical Room") to indicate location.

**8. Inspect fire extinguisher(s) monthly and maintain written log, or provide annual service.**

Unless monthly maintenance has been performed by trained individuals and written records maintained, annual maintenance by a certified company is required for portable fire extinguishers (see handout). Monthly maintenance checks and written records will, in most cases, allow the service by a certified extinguisher company to be extended to a six (6) year interval.