



Division of Fire
City of Wooster
510 North Market Street
Wooster, Ohio 44691
330.263.5271

Business Risk Reduction Review Form

Occupant/Business Name:
Occupant/ Business Address:
Inspected By:
Inspection Date:

EXITS

1. Are all exits and fire escapes maintained in good, safe, usable condition?
 Yes No
2. Are all exit lights in good working order?
 Yes No
3. Are all exits free of obstruction?
 Yes No
4. Are all employees familiar with emergency location exits?
 Yes No
5. Is an evacuation plan posted at the main exit door inside of each room?
 Yes No
6. Are all exits unlocked when the building is occupied?
 Yes No
7. Are all fire doors and fire shutters in good operating condition and doors kept closed?
 Yes No
8. Are fire drills conducted annually?
 Yes No

FIRE EXTINGUISHERS

1. Have all fire extinguishers been inspected within the last 12 months?
 Yes No
2. Are all employees familiar with fire extinguisher locations and operation?
 Yes No



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FIRE PROTECTION and EQUIPMENT

1. If present, have sprinkler systems, standpipes and hose been inspected by a licensed contractor within the last 12 months?
 Yes No
2. Is storage at least 18" below sprinkler heads?
 Yes No
3. If present, have fire alarms and smoke detectors been inspected by a licensed service provider within the last 12 months?
 Yes No
4. If present, have emergency notification alarms, call boxes and systems been inspected by a licensed service provider within the last 12 months?
 Yes No
5. If present, have private fire hydrants been flow tested and serviced annually by a licensed service provider?
 Yes No

ELECTRICAL WIRING

1. Is all electrical wiring unexposed (no open electrical panels or junction boxes)?
 Yes No
2. Are all electrical connections (splices) made in covered electrical junction box?
 Yes No
3. Are there enough electrical outlets to prevent the use of extension cords in lieu of permanent wiring?
 Yes No
4. Are electric control panels accessible and are circuits labeled?
 Yes No
5. Are covers closed on electric panels?
 Yes No

FLAMMABLE and COMBUSTIBLES

1. Are flammable and combustible liquids kept in approved containers?
 Yes No



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2. Are flammable and combustible liquids kept away from open flames, heating equipment or electrical control panels?

Yes No

STORAGE

1. Are papers, plastics and other combustibles kept in limited quantities so as to prevent a fire hazard?

Yes No

2. Is storage limited, accessible, orderly, and not within 24 inches of the ceiling?

Yes No

3. Are stairways, aisles and corridors free of storage?

Yes No

HEATING EQUIPMENT

1. Is heating equipment in a safe and operable condition?

Yes No

2. Is storage kept away from water heaters, furnaces, and out of the boiler room?

Yes No

3. Is heating system adequate to prevent the use of portable heaters?

Yes No

Additonal comments, questions, suggestions to improve the fire division's service delivery