Jason R. Gilliland
Chief

MARBLEHEAD FIRE DEPARTMENT
One Ocean Avenue * Marblehead, Massachusetts 01945
781-631-0142 * 781-631-0540 FAX

Guidelines for a successful Annual Inspection

1. Address visible from the street with a discernible background

2. Exits: The path to exits should be clear at all times. All exit doors must have approved hardware and open easily to a full open position. There should be no flammable materials hung or stored in an exit corridor. The emergency lights in the exit corridor should illuminate when the test button is activated. Exit signs are present and illuminated. Fire doors operate and no wedges or door stops are present.

3. Fire Extinguishers: Fire extinguishers should be present, mounted and identifiable. Inspection tag should be attached and have a date not to exceed one year.

4. Sprinkler System: Inspection tag should be attached to the main valve and no more than one year old. Sprinkler room should be accessible, labeled and clutter free.

5. Ansul System: Inspection tag should be present and not more than six months old. Exhaust hood should be free of grease.

6. Electrical: Electric panel should have its cover on and be easily accessible. Extension cords should not be permanently fixed, under carpets or around doorways.

7. Stairs: All stairs must be in good working condition, properly railed, and free from obstructions.

8. Storage Areas: Boiler rooms, electrical closets, sprinkler rooms, and utility rooms must be clean and clutter free.

9. Certificate of Inspection: Where applicable, The Commonwealth of Massachusetts/Town of Marblehead Certificate of Inspection must be posted under glass and clearly visible.