

## Area Agency on Aging of Northwest Michigan Meal Site Fire Safety Assessment Report

An inspection by a local fire official is preferred. However, if the service provider makes a formal written request to the local fire official and the fire official declines the request, this form may be used by the service provider in lieu of an inspection from a local fire official. Documentation must be submitted to AAANM that the local fire official will not perform the assessment.

Service Provider: \_\_\_\_\_

Meal Site Name/Location: \_\_\_\_\_

Exterior	Yes/True	No/False	N/A
*Exits from building are clear and free of debris, parking and vegetation.			
Grounds are clear of debris and overgrowth.			
Fire lanes are not obstructed.			
*Assembly areas are appropriate and accessible (primary and alternate).			
Interior	Yes/True	No/False	N/A
*Fire Safety Plan has been established.			
Exit doors have hardware such that only one motion is required to unlatch and open the door. (non-locking against egress)			
All exit doors have a minimum of 32" clear width when fully open.			
Fire alarm system is inspected and tested by a licensed contractor.			
*Smoke detectors are present and working (test each one).			
Entire exit path is lighted at all times. (includes emergency lighting)			
Fire extinguishers are present and inspected annually. Inspection Date(s): _____			
*All exit doors are unlocked.			
Stairway doors are closed.			
Exit signs are properly illuminated and have required power backup (batteries, generator).			
*Exit signs are posted over each exit door.			
Aisles leading to an exit door have at least 44" clear width.			
Aisles leading to an exit door are not obstructed.			
Where tables and chairs are used, access is maintained to all aisles leading to exit doors.			
Evacuation routes are posted.			
No loose props/wedges are used to prop open exit fire door.			
Door closing devices are functioning.			
Sprinkler system is inspected and tested.			
Building is equipped with fire alarm.			
Extension cords are not used in lieu of permanent wiring.			
All electrical cords are in good condition.			
*All commercial cooking operations are properly protected with a certified hood and suppression system.			
Hood system is tagged semi-annually by a licensed contractor.			
Combustible materials are kept at least 24" from ceiling and at least three feet from gas fired or heat producing appliances such as furnace or water heaters.			
*Flammable and combustible liquids are stored properly.			

Any deficiencies of the above inspection items must be corrected **within 30 days**. Re-inspection of the meal site must be conducted once all deficiencies are resolved. Meal site operations may be suspended if violations are found at the discretion of AAANM or OSA, depending on the nature of the violation. Fire safety assessments must be repeated every 3 years.

\_\_\_\_\_  
Name of Person Conducting Self Inspection (printed)

\_\_\_\_\_  
Signature of Person Conducting Self Inspection

\_\_\_\_\_  
Date of Inspection

I have reviewed the above fire inspection checklist. I certify the above inspection was conducted by an authorized staff person and the information contained in this report is accurate.

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date