

**El Segundo Fire Department
314 Main Street
El Segundo, California 90245**

Fire Safety

Worksheet

Dear Business Owner:

The El Segundo Fire Department inspects businesses annually.

To help you identify potential fire hazards, reduce the risks and avoid re-inspection fees, the El Segundo Fire Department has developed this fire safety brochure. As the business or property owner/manager, you may use this brochure as a guide to identify and correct potential fire hazards that are commonly found.

In accordance with City Council Resolutions 4574 and 4578, your business will be assessed an inspection fee and re-inspection fees based on your building's square footage. If you have an activity, process or equipment that requires a fire department permit, there is a fee for each permit

To avoid re-inspection fees, be sure to correct any violations that were noted by the date of the first re-inspection.

If you have any questions, please feel free to call the Fire Prevention Division at (310) 524-2234. We will be happy to assist you.

Sincerely,

Kevin S. Smith
Fire Chief

1. Fire Extinguishers:

- Each fire extinguisher must have a minimum of 2A:10BC rating (for example, a 5 lb. multi-purpose dry chemical fire extinguisher). (T-19 CCR § 568)
- A portable extinguisher must be available within 75 feet of travel to all portions of the building, unobstructed and clearly visible. (T-19 CCR § 568)
- The fire extinguisher must have been serviced within the last 12 months. (T-19 CCR § 575.1)

2. Exits:

- Exit doors, corridor and stairs are clear and unobstructed. (CFC § 1030.3)
- Exit doors can be opened from the inside without special knowledge or effort (no locks or deadbolts). (CFC § 1008.1.9)

3. Combustible Materials/Storage:

- Combustible materials must be at least 3 feet away from portable electric space heaters. (CFC § 605.10)
- Flammable liquids must be in an approved container, cabinet or safety can. (CFC § 5704.3.1)
- Combustible materials are not to be stored under a staircase. (CFC § 315.3.2)
- Compressed gas cylinders must be secured with a chain to prevent movement. (CFC § 5303.5.3)
- The trash dumpster must be at least 5 feet from any building, window or opening, unless protected by a sprinkler head above it. (CFC § 304.3.3)
- Trash/recycling containers 40 gallons or more in capacity must be made of metal or an approved non-metallic material. (CFC § 304.3.2)

4. Address Numbers

- Building address numbers must be clearly visible (6 in. min. height) from the street and alley. (CFC § 505.1)

5. Electrical:

- Wall outlets and switches have cover-plates (CFC § 605.1)
- Multi-plug adapters are U.L. listed (*surge protector/circuit breaker type*). (CFC § 605.4)
- Extension cords are not be used in place of permanent wiring. (CFC § 605.5)
- Storage of combustible material is not within 30 inches of electrical panels. (CFC § 605.3)

7. Fire Alarm (as applicable):

- The fire alarm system is in working condition. (CFC § 901.6)
- The system must be serviced and tested by a qualified technician within the past 12 months (*keep a copy of the report on file*). (CFC § 901.6)

8. Fire Protection Systems:

- All fire protection systems are maintained in working condition. (CFC § 901.6)
- There is at least 18 inches clearance below the fire sprinkler heads. (CFC § 315.3.1)
- Fire sprinkler system has been tested by a state licensed fire suppression contractor annually and within the past 5 years. Note: ESFD to witness test (*keep a copy of the report on file*). (T-19 CCR § 904(a)(1))
- Commercial cooking hoods and paint spray booths extinguishing systems shall be serviced by a licensed technician every 6 months. (T-19 CCR § 904(a)(2))

In Addition...

Both fire alarm systems and portable fire extinguishers require service type maintenance at least once every 12 months

When you have your fire extinguisher or fire alarm system serviced be sure to check for the following:

- Ask to see a current City of El Segundo Business License
- Ask to see a State of California Certification and a valid contractor's license. (Note: Fire extinguisher service contractors are required to carry a license bearing a photograph that is issued by the State Fire Marshals Office)

The El Segundo Fire Department offers these other fire safety programs:

- ▶ **Fire Extinguisher Training-**
Provide hands-on fire extinguisher training for your employees.
- ▶ **Emergency Evacuation Planning-**
Review or help establish an evacuation plan for your business.
- ▶ **Fire Station Tours-**
Please phone ahead to make arrangements.
- ▶ **CPR Training-**
Provides American Red Cross CPR & First Aid training for your employees. Please phone us for class schedule and fee information.
- ▶ **CERT Training-**
Community Emergency Response Team Training on disaster recovery.
Please call (310) 524-2234 for more information

As a Reminder...

The City of El Segundo has adopted fees for performing fire prevention inspections, multiple re-inspections and issuing Fire Department Permits. The inspection fees, as adopted by Resolutions No. 4574 and 4578, are as follows:

- **Annual Inspection**
The annual Inspection fee is:
 - 0 to 1,499 sq. ft. - \$65.00
 - 1,500 to 9,999 sq. ft. - \$85.00
 - 10,000 to 24,999 sq. ft. - \$150.00
 - 25,000 to 99,999 sq. ft. - \$275.00
 - 100,000 to 499,999 sq. ft. - \$650.00
 - 500,000 sq. ft. and greater - \$1,300.00
 - **Re-inspections**
There is no fee for the initial re-inspection. Any additional re-inspection is:
 - 0 to 1,499 sq. ft. - \$45.00
 - 1,500 to 9,999 sq. ft. - \$45.00
 - 10,000 to 24,999 sq. ft. - \$60.00
 - 25,000 to 99,999 sq. ft. - \$105.00
 - 100,000 to 499,999 sq. ft. - \$200.00
 - 500,000 sq. ft. and greater - \$400.00
 - **Five Year Tests**
If your building has a fire sprinkler system or standpipe system, a five year service test is required and witnessed by the Fire Department. The fee is \$465.00 for each system.
 - **Fire Permits**
If you have an activity, process or equipment that requires a fire department permit, the fee is \$95.00 for each permit.
- If you have any questions or concerns, please do not hesitate to call the Fire Prevention Division at (310) 524-2234 or (310) 524-2236.



FIRE DEPARTMENT

Business Owner's

Basic Fire Safety Requirements