



CITY OF CLAWSON

425 N. MAIN STREET | CLAWSON, MICHIGAN 48017
PHONE: 248.435.4500 | FAX: 248.435.0515
WWW.CITYOFCLAWSON.COM

July 1, 2018

[Owner's Name]

[Address]

[City], [State] [Zip]

RE: ANNUAL FIRE INSPECTION

Dear Property Owner/Tenant,

Each commercial property must have an annual fire inspection. Please use the below checklist for your reference prior to your inspection. This will greatly streamline the process.

_____ Exit signage and Emergency lighting is operational (including battery back-up).

_____ Fire extinguishers have been inspected within the last twelve months, are properly tagged and mounted to the wall. (visible, accessible and in a normal means of travel)

_____ Exits are properly marked and there is a clear path of egress.

_____ Exit doors are unobstructed, unlocked and have self-closers installed that are functional.

_____ If Main Entrance door is equipped with a double keyed deadbolt.

"This Door must remain unlocked during occupancy" signage must be visible.

_____ There are no combustible items around water heaters and furnaces.

_____ There are no obstructions or combustible items in front of electrical panels for 36" min.

_____ No extension cords are to be used.

POLICE & FIRE
248.524.3477
FAX: 248.435.4847

PUBLIC WORKS
248.288.3222
FAX: 248.288.3973

RECREATION
248.589.0334

LIBRARY
248.588.5500
FAX: 248.588.3114

_____ No Overloaded electrical outlets/plug expanders (3-6 outlets into a duplex outlet).

_____ If power strips are used, they must have a breaker and they need to be secured.

_____ Power strips may not be overloaded and plugged into another power strip.

_____ Electrical outlets that are within six feet of a water source are required to be GFCI protected.

_____ Business address is visible on the front and rear of the business using a minimum of 4" lettering in a contrasting color to the background.

_____ All compressed gas cylinders (full and empty) must secure.

_____ Hood suppression systems inspections must be current with documentation.

_____ Sprinkler systems inspections must be current with documentation.

_____ All combustible/flammable, Hazardous Materials shall be documented on the HMIS form and submitted to the Fire Marshal's Office. Follow the link below for the HMIS handbook and reporting form.

http://www.cityofclawson.com/your_government/fire_department/forms_and_applications.php

I would appreciate your cooperation to ensure the inspection goes quickly without any violations. I also request that you return the inspection form and emergency contact form with your inspection fee. If you have any questions or concerns, please feel free to contact me.

Jon Ruthenbeck

Jon Ruthenbeck, Fire Marshal
Clawson Fire Department
jruthenbeck@cityofclawson.com
(248) 435-4500 ext. 114