



City of Mansfield

Jodie Perry, Mayor



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Dan Crow, Chief of Fire

Pre-Inspection Checklist

The goal of routine fire and life safety inspections is to have safe businesses and to provide risk reduction to building owners, employees, customers, tenants, visitors, and firefighters in the case of a fire or emergency in the building.

We understand that your operations are time-sensitive, so we've prepared the following checklist of some of the most common items that we check during inspections to help you prepare.

- Certificate of Occupancy if you purchased, constructed, or occupied a structure from 2017 to present.
- Exits and exit pathways are marked and clear of obstructions.
- Exit signs are illuminated and visible.
- Emergency lighting is provided and operational.
- Fire extinguisher(s) properly tagged (within 1 year) and mounted.
- Fire sprinkler system was inspected, tagged, and fully operational (within 12 months); if applicable.
- Fire alarm system was inspected, tagged, and fully operational (within 12 months); if applicable.
- Fire pump inspected, tagged, and fully operational (within 12 months); if applicable.
- The kitchen hood suppression system was inspected, tagged, and fully operational (within 6 months); if applicable.
- Kitchen hood cleaning as required
- Ensure the sprinkler system, fire alarm system, hood suppression system, paint booth suppression, and hood cleaning inspection reports are submitted to the compliance engine.
- Extension cords may not be a substitute for permanent wiring.
- Two feet of ceiling clearance is required for non-sprinkled buildings; eighteen inches is required for sprinklered buildings.

- Knox Key Box is installed and accessible, if applicable.

The Knox Box system is the rapid entry key box system that is adopted by the Mansfield Fire Department. This system allows our firefighters to quickly access buildings during an emergency or while investigating an alarm sounding. Our local ordinances and the Ohio Fire Code authorize the system. Not all commercial buildings will require a Knox Box to be installed, so if you don't have one, consult with your inspector on whether it is required or not.

Mansfield Codified Ordinance 1525.04: RAPID ENTRY KEY BOX SYSTEM (LOCK BOX).

(a) Installation. When a property is protected by an automatic alarm system and/or when access to or within a structure or area on that property is unduly difficult because of secured openings, and where immediate access is necessary for life-saving or fire-fighting purposes, the Fire Chief may require a key box to be installed in an approved location. The key box (lock box) shall be a type approved by the Fire Chief.

(b) Contents. The key box (lock box) shall contain:

- (1) Keys to locked points of egress, whether in the interior or on exterior of such buildings.
- (2) Keys to locked mechanical equipment rooms.
- (3) Keys to locked electrical rooms.
- (4) Keys to elevator controls and fire alarm control panels.
- (5) Keys to other areas as directed by the Fire Chief.

(c) Exemption. Residential property shall be exempt from the requirements of this section.

If you don't have one please visit [Knoxbox.com](https://www.knoxbox.com) to order, and show receipt of purchase at the time of inspection