



## Swanton Fire and Rescue Division

432 Church Street, Swanton, Ohio 43558

Phone: (419) 825-1455

Fax: (419) 825-5258

[FirePrevention@villageofswantonohio.us](mailto:FirePrevention@villageofswantonohio.us)

### Fire Safety Inspection Program Business Information

Please complete and return this form by either mailing it, dropping it off at the Swanton Fire and Rescue station, faxing it, or emailing a scanned copy to [FirePrevention@villageofswantonohio.us](mailto:FirePrevention@villageofswantonohio.us). You can also request to complete an electronic version by emailing [FirePrevention@villageofswantonohio.us](mailto:FirePrevention@villageofswantonohio.us).

#### Business and Owner Information

Business Name:	
Street Address:	
Owner Name:	Primary Phone:
	Mobile Phone:
Email Address:	

#### Occupant Information (attach additional pages, if necessary)

<u>Occupant #1</u>	
Name:	Primary Phone:
Email Address:	
<u>Occupant #2</u>	
Name:	Primary Phone:
Email Address:	
<u>Occupant #3</u>	
Name:	Primary Phone:
Email Address:	
<u>Occupant #4</u>	
Name:	Primary Phone:
Email Address:	

#### Keyholder Information

Name:	Primary Phone:
	Mobile Phone:
Email Address:	



**Swanton Fire and Rescue Division**

432 Church Street, Swanton, Ohio 43558

Phone: (419) 825-1455

Fax: (419) 825-5258

FirePrevention@villageofswantonohio.us

**Primary Contact (if name and information is already listed above, provide name only)**

Name:	Primary Phone:
	Mobile Phone:
Email Address:	

**Emergency Contact**

Name:	Primary Phone:
	Mobile Phone:
Email Address:	

**Fire Prevention Systems**

Do you have a Fire Alarm System? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what kind: If possible, <u>attach a copy of the most recent in date service / test documentation</u> . If a copy is not available at this time, inspector will request to see it at the time of inspection.	
If yes, where is it located?	
If you have a Fire Alarm System, is it monitored? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, by whom? Name: Primary Phone:	
Do you have a Suppression System? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Sprinkler System	Kind:
<input type="checkbox"/> Hood Suppression System	Kind:
<input type="checkbox"/> Other System	Kind:
If possible, <u>attach a copy of the most recent in date service / test documentation</u> . If a copy is not available at this time, inspector will request to see it at the time of inspection.	
If you have a Suppression System, do you have a Fire Department connection? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, where is it located on the building?	
Do you have a Knox Box? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, where is it located?	
If no, would you be interested in one? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure, need more information	
Do you have an Evacuation Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, where is the posting location(s)?	



**Swanton Fire and Rescue Division**

432 Church Street, Swanton, Ohio 43558

Phone: (419) 825-1455

Fax: (419) 825-5258

FirePrevention@villageofswantonohio.us

**Hazardous Materials**

Do you have any Hazardous Materials in your building / business? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please complete the following information for each different type of hazardous material (attach additional pages if necessary).		
Type	Location	How Much (rough estimate)

**Please ensure you have a copy of your occupancy permit available. The inspector will request to see it during the fire safety inspection.**

For questions, please contact Lieutenant Kate Cleland at the above address, phone, or email.



## Swanton Fire and Rescue Division

432 Church Street, Swanton, Ohio 43558

Phone: (419) 825-1455

Fax: (419) 825-5258

[FirePrevention@villageofswantonohio.us](mailto:FirePrevention@villageofswantonohio.us)

12/11/21

Dear Property Owner,

### Fire Inspection Program

- Improve safety
- Improve response
  - Please complete the included forms

The Village of Swanton operates under the Ohio Fire Code, of which Section 101.2.2 requires inspections of commercial properties to ensure adequate fire prevention measures are in place at each business location. To work toward and expand Fire Prevention services to our business owners, Swanton Fire and Rescue Division has developed a new Fire Safety Inspection Program effective January 1, 2022.

The goal of this Program is to ensure that all businesses, occupancies, and events are safe, successful, and in accordance with Ohio Fire Code. To meet that goal, each business in the jurisdiction of Swanton Fire and Rescue will be required to undergo regular inspections. Due to the number of businesses impacted in this first year of the Program, to ensure there is adequate time given to each inspection, and because I will serve as the inspector for every business, inspections will be occurring throughout the entire year.

Regular fire and safety inspections reduce the threat of fires to the business and the residential community, and help ensure our residents and visitors are protected from fire-related emergencies as much as possible. While we understand the inspections can be stressful, especially for business and property owners new to the process, our goal is to make every inspection successful and reduce concerns for you, the business owner. To make this process easier on both of us, and to support a positive outcome to every inspection, you will find a few important documents with this letter.

First, there is an informational page you are asked to complete and return to Swanton Fire and Rescue Division using the contact information at the top of this letter. Method of return is your choice and includes mailing the form, dropping it off at the Swanton Fire and Rescue station, faxing it, or emailing a scanned copy to [FirePrevention@villageofswantonohio.us](mailto:FirePrevention@villageofswantonohio.us). If you prefer, you can also request to receive and complete an electronic version of the form by emailing [FirePrevention@villageofswantonohio.us](mailto:FirePrevention@villageofswantonohio.us). The form collects information which will ensure the correct person(s) is contacted for inspection and we have information we need before visiting your place of business.

Second, I have included short brochure, "Preparing for Your Fire Safety Inspection", which has a checklist of the hazards commonly identified during fire safety inspections. By addressing these hazards prior to inspection, you can help ensure it's more successful and less stressful.

As with all we do here at Swanton Fire and Rescue Division, we are dedicated to your safety and wellbeing, and that of all our residents and visitors. If you have questions about the new Fire Safety Inspection Program, please contact me at the address, email, or number above. I look forward to visiting your business in the coming year.

Yours in safety,

A handwritten signature in black ink that reads "Kathryn Cleland". The signature is written in a cursive, flowing style.

Lieutenant Kate Cleland  
Swanton Fire and Rescue Division

The goal of the Fire Safety Inspection Program is to assist you in making your business a safe place for your customers and employees. We also want to work with you to ensure that if a fire were to occur, damage is limited as much as possible and our firefighters can operate in a safe and efficient manner.

Practicing fire prevention and addressing any possible hazards in your business is a great investment!

A Fire Prevention Specialist from Swanton Fire and Rescue Division will be stopping in to inspect your business in the near future. If you have any questions about this check list or the inspection process, please contact

**We care about YOU and  
YOUR BUSINESS**



---

## SFRD FIRE PREVENTION BUREAU

Do your part so the fire won't start.

We need your help and cooperation to help keep Swanton's Businesses and the public safe



SWANTON FIRE AND RESCUE  
DIVISION

432 Church Street, Swanton, Ohio 43558

(419) 825-1455

FirePrevention@villageofswantonohio.us

---

## SWANTON FIRE AND RESCUE DIVISION

---



Preparing for your Fire Safety  
Inspection



# FIRE INSPECTION CHECKLIST

**We have compiled a list of the most common hazards to assist you in preparing your business for a fire safety inspection. These are not all hazards inspected. Please feel free to discuss any questions or concerns you may have with your inspector.**

## Interior Hazards

- \_\_\_ Do you have at least a thirty-six inch wide path to all of your exit doors?
- \_\_\_ Do your exit doors open freely, with little effort, and are they unlocked when building is occupied?
- \_\_\_ If equipped, are all fire doors able to close freely, and free of hold-open devices?
- \_\_\_ If equipped, are all exit and emergency lights operating, including having backup power?
- \_\_\_ Is storage contained so that nothing capable of burning is within two feet of the ceiling?
- \_\_\_ Do you have at least thirty-six inches of clear space around your furnace, water heater, and other heat-producing appliances?
- \_\_\_ Do you keep the area underneath exposed interior stairwells free of storage?
- \_\_\_ Are your walls and ceilings free of holes and are acoustical tiles in place (none missing)?
- \_\_\_ Do you have all compressed gas cylinders secured or chained so they can't fall over?
- \_\_\_ Are all flammable liquids identified and stored in their original containers?

\_\_\_ Are utility shutoffs, fire alarm panels, and sprinkler controls easily accessible to firefighters in the case of an emergency?

\_\_\_ Are utility shutoffs, fire alarm panels and controls clearly labeled?

\_\_\_ Is your maximum occupancy posted?

\_\_\_ Do you have a fire extinguisher installed so that an individual would not have to travel more than seventy-five feet to access one?

\_\_\_ Are all fire extinguishers with in clear view and easily accessible?

\_\_\_ Have all fire extinguishers been inspected and tagged within required timeframes?

## Electrical Hazards

\_\_\_ Is your business free of electrical overload, extension cords, and multiple adapters?

\_\_\_ Are all electrical outlets and switch contacts covered with a safety plate?

\_\_\_ Is your business free of any electric boxes, exposed wiring, or open spaces in your fuse/breaker panel?

\_\_\_ Is your fuse/Breaker panel clearly labeled so power can be disconnected quickly in the event of an emergency?

## Exterior Hazards

\_\_\_ Are you storing anything that could burn close to your building or under overhangs?

\_\_\_ If your business has a designated fire lane, are the signs and/or paint markings in good condition?

\_\_\_ Is your address clearly visible from the street with at least four inch numbers with a contrasting background?

\_\_\_ Is there at least three feet clear space around any fire hydrants on the property?

## Fire Sprinkler Systems

Some buildings require a fire sprinkler system because of the size and/or the type of business operations. If you have a sprinkler system installed, be sure to check the following:

\_\_\_ Has the system been inspected and tagged by a qualified contractor within the past year?

\_\_\_ Is there at least three feet clear space around sprinkler connection valves?

\_\_\_ Are spare sprinkler heads and appropriate wrench installed in a cabinet near the riser?

\_\_\_ Is the fire department connection on the outside of the building free of obstruction and are caps in place and working condition?

## Fire Alarm System

Some buildings require a fire alarm system because of the size and/or the type of business operations. If you have a fire alarm system installed, be sure to check the following:

\_\_\_ Does the fire alarm system show "Trouble" or "Alarm" on the key pad or alarm panel? If so, contact a qualified alarm contractor to restore your system

\_\_\_ Please ask your Fire Safety Inspector about our KNOX BOX program to prevent damage to your building in the event of an emergency or false alarm.