



Fire Safety Inspections

*Saving lives and property
by helping to prevent fires
and injuries from
happening!*

Fire Safety Inspections

Salisbury Township 08-2014-588 authorizes and requires the Salisbury Township Police Department to conduct fire inspections in all commercial properties subject to fire regulations.

The greatest responsibility of the Fire Inspector is fire prevention. One method employed to reduce the number of fires is to enforce the fire codes and regulations. This can best be achieved through a fire and life safety inspection program. Therefore, a fire prevention inspection program has been established for all properties in the township subject to fire regulations. This program will not include one and two family dwellings. Commercial, industrial, institutional, and multi (three or more unit) family structures will require annual inspections. In order to enhance the public health, safety and welfare the goal of the program is to reduce the number of deaths, injuries and property loss from fire.

Commercial Property Inspections

The Salisbury Township Fire Inspector will conduct inspections for all commercial, institutional, industrial, multi-family residential properties within Salisbury Township. The official fire safety inspection will occur once every year, unless additional inspections are requested. Larger and more complex occupancies, such as warehouse buildings and high-rise buildings, office buildings, healthcare facilities, factories, places of assembly, schools, theaters, etc., will require additional specific inspections including specialized testing for the maintenance of fire and smoke detection systems, alarm systems and other protection systems on annual and semi-annual basis as per current code requirements conducted by qualified contractors or companies..

Fire Code Enforcement Inspections Program

A fee will be charged for the commercial fire safety inspections. Included with this letter is basic information about the kinds of fire safety inspections and what you, as the property owner or manager, can expect and do to prepare your facility. The fire inspections will adhere to the applicable codes within township ordinance 08-2014-588.

PLEASE NOTE: We know that you, as the property owner or manager, care about the level of safety in your building and on the premises. When the Township Fire Inspector visits, we strongly encourage you to accompany the inspector. This mutual assistance in the inspection of buildings and premises can greatly enhance the level of life safety for the general public and your buildings occupants.

To contact the Salisbury Township Fire Inspectors Office please call 610-797-1447 or email:
FireInspectors@salisburytownship.org

How Does the Fire Safety Inspection Program Work?

Prior to an annual inspection, each occupancy will be mailed a letter by first class mail, e-mail attachment, delivered a letter in person, or called by phone giving notice of our intent to inspect the named property. Included in this brochure is a list of the most commonly found fire safety violations. The responsible occupant will be asked to correct any violations that are discovered. Failure to correct these types of violations could result in additional fees for violations, as set forth in Salisbury Township Ordinance 08-2014-588. While not necessary, business managers and owners will have the opportunity to schedule an appointment for a convenient time to meet with the Fire Inspector or schedule an inspection.



Message provided by the Salisbury
Township Fire Inspectors Office
610-797-1447

How much is the Fee?

The fee for a fire safety inspection is based upon a fee schedule that takes into consideration the type of occupancy, the usage, and the square footage of the facility. Please see the attached document for a list of the fee schedule categories. For a copy of the current fee schedule, or any questions regarding the fee schedule structure, please call the Fire Inspections Office at the Salisbury Township Police Department between 8:00am and 4:00pm at 610-797-1447 or visit us on the official township website; www.salisburytownship.org. If the fire inspection finds any fire code violations, they will be noted. For violations that cannot be corrected on-site, and you will be given a period of time to correct the discrepancies and a follow-up inspection ("re-inspection") will be scheduled to confirm that the violation has been corrected. A separate fee is assessed for additional follow-up inspections and failure to comply. You will be issued a certificate of completion when all discrepancies have been repaired. The business will receive an invoice for the inspection fee within 30 days of the first fire safety inspection. A final report showing that all violations have been corrected will be sent after the final inspection reveals that all discrepancies have been corrected and there are no more existing violations.

The fire inspector will conduct a thorough inspection to ensure satisfactory life safety conditions on commercial properties in the township, examining such items as:

- o Conditions of exits
- o Condition of interior finish
- o Operation of exit doors
- o Emergency lighting
- o Exit signs
- o Components of fire-resistive separation
- o Maintenance of fire department apparatus access roadways
- o Maintenance of fire lanes
- o Proper addressing of the building
- o Fire extinguishers available and current
- o Building exit discharge area
- o Records for fire alarm and fire protection systems
- o Test records for smoke control system (if required)
- o Make sure that there is evacuation plan in place (if required)

If any conditions are found that violate Salisbury Township Ordinance (08-2014-588), or issues that could cause fire or endanger life or property, the inspector will notify the business owner or manager and issue an inspection report requiring that the hazardous condition be corrected immediately. A re-inspection will be scheduled after a fairly established time period to correct the violations. The inspection report will also include instructions for requests for time extensions to accomplish work as directed by the order of the fire inspector and any specific instructions.



SALISBURY TOWNSHIP
POLICE
OFFICE OF FIRE SAFETY

3000 S. Pike Avenue
Allentown, PA 18103
Phone: 610-797-1447
Fax: 610-797-4733

Salisbury Township Fire Inspection Fee Schedule

The fee for a fire safety inspection is based upon a fee schedule that takes into consideration the type of occupancy, the usage, and the square footage of the facility.

Commercial Properties:

- 0-2999 square feet: \$60.00
- 3000-5999 square feet: \$80.00
- 6000-9999 square feet: \$120.00
- 10,000-24,999 square feet: \$200.00
- 25,000-49,999 square feet: \$300.00
- 50,000-99,999 square feet: \$400.00
- 100,000-499,999 square feet: \$500.00
- >500,000 square feet: \$600.00

Based on the square footage for the occupancy multiple buildings in the same complex constitute a separate fire inspection.

Multi-Residential/ Apartment Buildings:

- 0-100 Units: \$75.00
- >100 Units: \$125.00

Educational/Assembly Properties:

- 0-500000 square feet: \$75.00
- >500000 square feet: \$125.00

Re-inspection Fee (2 or more re-inspections): \$50.00 per

Failure to Comply Fee: \$50.00

Certificate of Operation (New Business) Fire Code Inspection Fee: \$50.00

If you have questions regarding the status or classification of your facility please call the Salisbury Township Fire Inspectors office at 610-797-4000

SELF INSPECTION CHECKLIST

Compressed gas cylinders are secured to keep from falling. If a cylinder falls and the top breaks off, it can become a missile!

Circuit breakers/fuses are labeled in the electrical control panel box. If you need to turn the power off to certain part of your business or piece of equipment, it is necessary to have the circuit breakers identified. Firefighters need to know, too. In addition, make sure that there are covers on all electrical switches, outlets and junction boxes. Missing covers are common safety hazard.

The area around the furnace and water heater is clear of combustible materials. Care must be taken to keep this area clear as it tends to be a collection place for all types of storage. They do generate heat and are capable of starting a fire.

Emergency exit light fixtures work properly. If equipped with a test button, push to check for proper operation. These help light the way during power failures. You should have a working flashlight handy.

No more than ten gallons of flammable or combustible liquids are stored in the building. If you don't need them, properly discard them.

There is a clear area in front of all electrical control panel boxes. A clear and unobstructed means of access with a minimum width of 30" and a minimum height of 78" shall be maintained from the operating face of the electrical control panel to an aisle or corridor.

Address numbers for the building and business space are clearly visible from the street. Emergency responders need to be able to find your business in a hurry. Be sure the numbers are visible from the street. Numbers shall be in contrast with their background and visible during the day or night.

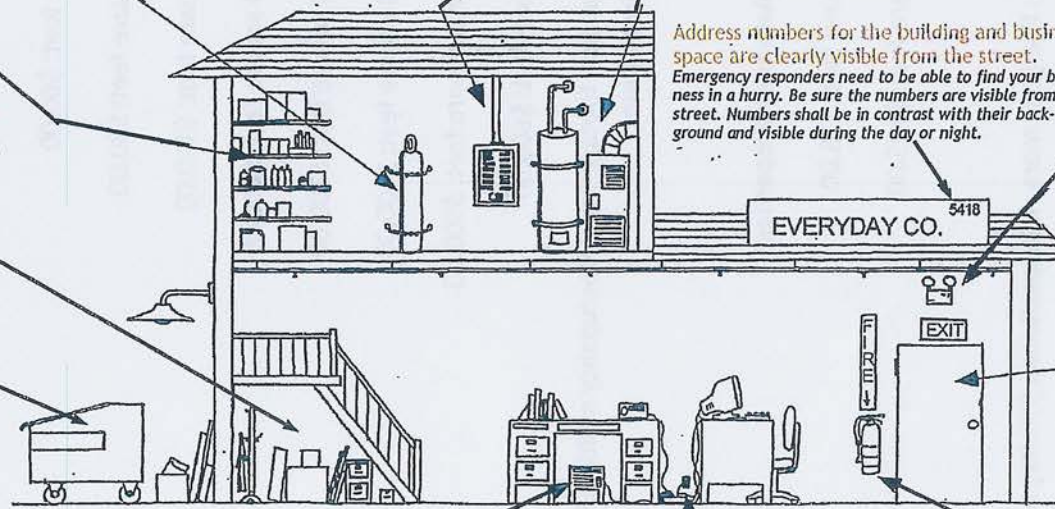
Exit signs are illuminated and can be seen from everywhere within your business. If you have lighted exit signs, light bulbs within these signs must be replaced when they burn out.

No items are stored under exit stairways. Storage is prohibited under exit stairways. If the stairway catches fire, you have no means of escape and may be trapped on the floor above.

All exit doors are unlocked during business hours. All exits shall not be locked, chained, latched or rendered unusable from the inside for employees as well as the general public whenever the building is occupied.

Dumpsters are located more than five feet from combustible walls, roof overhangs or any opening like a door or window. If the dumpsters catches fire and it is too close to the building, the fire will likely spread to the building. The same is true for all combustibles up against the building.

There is a clear aisle or passageway to all exit doors. Building occupants must be able to get to the exit doors quickly and safely. There should be no trip hazards and nothing can be stored in front of an exit.



All portable heater are plugged directly into a wall outlet. Do not use any kind of extension cord for an electric heater (not even a power strip equipped with circuit breaker). Heaters use a large amount of electricity and can melt an extension cord.

All electrical extension cords have a circuit breaker feature. Extension cords shall not be used in place of permanent wiring. Lightweight extension cords are not allowed in businesses. If you needed an extension cord, use the type equipped with an internal circuit breaker. Don't use these extension cords or "power strips" for supplying power to large appliances or other equipment which draw a large electrical load. The plug strips must always be plugged directly into an outlet.

There is a portable fire extinguisher mounted in the business. Fire extinguishers can be very effective and can prevent a small fire from spreading. It must be mounted, readily accessible, and visible to you when it is needed. Make sure all employees know where they are located and how to use them.

Portable electrical heaters are equipped with tip-over switches and high limit temperature switch. If it won't shut-off automatically when tipped over, replace it with one that will.

All fire extinguishers have been inspected within the last 12 months. There is an annual requirements for the maintenance of fire extinguishers. Check the tags on your extinguishers to see if they are current.

Portable heaters are a safe distance away from combustible materials. Electrical heaters will ignite combustibles in a very short time. Keep all materials a minimum of 36" away at all times.

Fire Hydrants and Fire Department Connections (FDC) are clear and accessible. Keep a 3 foot clearance of all vegetation, fences or obstructions around all side of fire hydrants at all

Emergency vehicles need to access the business and fire hydrants without being obstructed by parked vehicles. Help us improve our response time. Remember that emergency vehicles are difficult to maneuver in tight places.

Electrical appliances and the cords supplying power to them in good working condition. Frayed power cords and worn or poorly maintained electrical equipment can start a fire.

Please Note: This is only an example of common violations found during fire inspections. Completing the below does not replace or constitute a passing inspection.



SALISBURY TOWNSHIP
POLICE
OFFICE OF FIRE SAFETY

3000 S. Pike Avenue
Allentown, PA 18103
Phone: 610-797-1447
Fax: 610-797-4733

EMERGENCY CONTACTS FORM

(Print only please)

Date: _____
Company Name: _____
Mailing Address: _____
Physical Address: _____
Office: () _____ Fax: () _____
Business Type: _____
Fire/Security Alarm Company: _____ Is Your Facility Surveillance System Equipped? _____
Owner(s): _____

(Home Phone) (Cell Phone) (Other)

1st: _____
(Name) (Title)

(Home Phone) (Cell Phone) (Other)

2nd: _____
(Name) (Title)

(Home Phone) (Cell Phone) (Other)

3rd: _____
(Name) (Title)

(Home Phone) (Cell Phone) (Other)

If this information changes please e-mail or fax the new information to:
Salisbury Township Fire Inspector 610-797-4733.