



Borough of Collegetown

Montgomery County, Pennsylvania

Change of Use/Safety Inspection Report

Business Name:	Business Phone #:
Business Address:	
Number of Stories:	Square Footage:
Owner Name:	Owner Phone #:
Owner Address:	
Emergency Contact 1:	Phone #:
Emergency Contact 2:	Phone #:
Number of Employees:	Occupancy Class:
Re-Inspection Required:	Re-Inspection Date:
Notice Delivered To:	
Inspector Name:	Inspection Date:

Inspection Items

Exterior:

<input type="checkbox"/> Address clearly visible from roadway	P F	<input type="checkbox"/> Fire doors not wedged/blocked open	P F
<input type="checkbox"/> Gas meter protected & accessible	P F	<input type="checkbox"/> Electrical equipment properly covered	P F
<input type="checkbox"/> Area around building free of litter & weeds	P F	<input type="checkbox"/> Doorways free from obstruction/combustible storage	P F
<input type="checkbox"/> F.D. Connection visible & unobstructed, proper caps installed	P F	<input type="checkbox"/> All flammable/combustible liquids stored properly	P F
<input type="checkbox"/> All "No Parking", "Fire Lane", & Handicap signs are legible	P F	<input type="checkbox"/> Combustible gas cylinders secured from falling	P F
<input type="checkbox"/> Fire Hydrants- maintain min. 3 ft. clearance around	P F		

Fire/Life:

<input type="checkbox"/> Extinguishers are correct size & type for U&O	P F	<input type="checkbox"/> Storage in non-sprinkler areas maintained 2' below heads	P F
<input type="checkbox"/> Extinguishers tagged/cert within 1 year, mounted & accessible	P F	<input type="checkbox"/> Kitchen hood suppression system serviced w/n 6 months	P F
<input type="checkbox"/> Clearance & visible w/ correct distance between extinguishers	P F	<input type="checkbox"/> Kitchen hood is clean	P F
<input type="checkbox"/> Automatic extinguishers inspected within 6 months	P F	<input type="checkbox"/> Alarm system test, current report provided	P F
<input type="checkbox"/> Sprinkler connections/shut-off valves visible and accessible	P F	<input type="checkbox"/> Systems (incl. pull stations) visible, accessible, good cond.	P F
<input type="checkbox"/> System inspected/tagged annually, reports provided	P F	<input type="checkbox"/> All occupants instructed on evacuation plan	P F
<input type="checkbox"/> Storage is 18" below head	P F	<input type="checkbox"/> Flammable/combustible liquids in excess 10 gal. stored in liquid storage cabinets/red metal cans, stored correctly	P F
<input type="checkbox"/> Fire/life safety systems maintained, in operable condition	P F		

Interior:

<input type="checkbox"/> Electrical panels properly covered & latched	P F	<input type="checkbox"/> Oily rags stored in approved containers	P F
<input type="checkbox"/> Panels are accessible min 30"w/78"h/36"d	P F	<input type="checkbox"/> All storage kept in an approved manner	P F
<input type="checkbox"/> Electrical boxes, outlets, switches properly covered	P F	<input type="checkbox"/> Exit signs present at required exits, 6" letters & tested	P F
<input type="checkbox"/> Extension cords heavy-duty/temp. use, no piggy backing cords	P F	<input type="checkbox"/> Lighted exit signs/emergency lighted operating properly	P F
<input type="checkbox"/> Multi-plug adapters have approved internal circuit breaker type	P F	<input type="checkbox"/> Furnace/boiler/water heater vented & in good condition	P F
<input type="checkbox"/> Exit doors unlocked during business hours	P F	<input type="checkbox"/> Exhaust venting for gas appliances intact/ good condition	P F
<input type="checkbox"/> Doors/corridors/paths free of obstruction/combustible storage	P F	<input type="checkbox"/> All suspended ceiling panels are in place	P F
<input type="checkbox"/> Egress continuous, sufficient to meet occupant load	P F	<input type="checkbox"/> Required fire separation intact	P F
<input type="checkbox"/> Egress doors function properly	P F	<input type="checkbox"/> Gas meter protected and accessible	P F
<input type="checkbox"/> No storage under unprotected stairways/attics/crawl spaces	P F	<input type="checkbox"/> Smoking prohibited in warehouse/other hazardous areas	P F
<input type="checkbox"/> No combustible storage in furnace/boiler rooms	P F	<input type="checkbox"/> Compressed gas cylinders secured from falling	P F