



THE TOWN OF
RHINEBECK · NEW YORK

FOUNDED 1686

Dear Property Owner/Tenant,

The New York State Legislature enacted a law to amend the New York State Building and Fire Prevention Code. These changes found within the New York State Regulations at Part 1203 of Title 19 require that all municipalities ensure that their local code ordinances set forth appropriate procedures and policies to enforce minimum standards as established by the State. The buildings impacted by this requirement are those used for commercial purposes and include those used for public assembly or multiple dwellings (3 family +).

If your property is used in the above-mentioned capacity, you are required to have a Fire Inspection once every two (2) years. If it has an occupancy in excess of 50 persons, you are required to have a Fire Inspection once every twelve (12) months.

Please be advised that there is a fee per each commercial use associated with this inspection. The fee for an inspection is \$100.00 per hour and \$100.00 for any follow up inspection.

Enclosed is a Pre-inspection Fire Checklist of the things we will be looking for.

Please contact the Fire Inspector at 845-464-3707 to schedule your inspection.

Sincerely,


Bob DeLuca
Town of Rhinebeck Fire Inspector
845-464-3707

PRE-INSPECTION FIRE CHECKLIST

Fire inspectors look at many items in your place of business. So that you may have a better idea and understanding of what to keep an eye on in regard to maintenance, we have provided the following checklist:

A. EXITS

- ___ Door/aisle is not obstructed.
- ___ Proper lock/hardware on exit door.
(No flush bolts, hasps, etc.)
- ___ Exit doors open easily.
- ___ There is a sign over the main entrance, "This door to remain unlocked during business hours," if the door has a double-keyed deadbolt.

- ___ Illuminated exit signs maintained in working order.
- ___ Means of egress shall be kept clear.
- ___ Emergency lights maintained and in working order.
- ___ Doors with panic hardware shall have no other locking devices.
- ___ Maximum occupancy signage shall be posted in a conspicuous location near the main entrance for assembly occupancies.

B. EXTINGUISHERS/FIRE PROTECTION EQUIPMENT

- ___ Minimum 2A10BC extinguisher(s) installed.
- ___ Extinguisher has been serviced within the past year and a new service tag is attached.
- ___ Extinguisher is securely mounted or in an approved cabinet.
- ___ Fire extinguisher not obstructed.
- ___ Fire extinguisher top does not exceed 5' from floor as mounted.
- ___ Standpipe shall be tested every 5 years.

- ___ Hood extinguishing system maintained, and six month service and cleaning documented.
- ___ Class K extinguisher installed within 30' of hood and duct system.
- ___ Fire alarm system in proper working order - system tested annually and records kept.
- ___ 18" clearance between storage and sprinkler head.
- ___ Sprinkler system shall be maintained and tested annually.
- ___ Private hydrants (painted red) maintained - flushed yearly and flows taken every three years.

C. ELECTRICAL

- ___ No extension cords in use in place of permanent wiring.
- ___ There are no spliced or frayed cords/wires.
- ___ Spacer(s) in electrical panel gap(s) provided.
- ___ No broken or faulty switch/outlets.

- ___ Electrical panel is not overloaded/obstructed.
- ___ No multi-plug adapters in use, other than approved power strips.
- ___ Circuit breakers are labeled.
- ___ Electrical cords do not extend through walls, ceilings and

- ___ No exposed wire in conduit.
- ___ No missing/broken electrical cover plate(s).
- ___ floors or under doors or floor coverings.
- ___ 30" clearance maintained in front of electrical panels.

D. APPLIANCES/MECHANICAL DEVICES

- ___ No propane used/stored in building.
- ___ All appliances are properly connected and vented.

E. STORAGE/COMBUSTIBLE MATERIAL/HOUSEKEEPING

- ___ Flammable liquid properly stored.
- ___ Oil rags in con-combustible container with lid.
- ___ "No Smoking" signs installed as required.
- ___ No combustible material stored near ignition source.
- ___ Maintain clear and visible access to and around fire department connection.
- ___ No accumulation of combustible materials.
- ___ Compressed gas cylinders secured.
- ___ Area around building free of combustible material (weeds, trash, boxes, etc.).
- ___ No storage shall be kept in exit stairways.
- ___ Fire and smoke walls shall be maintained and have no opening other than those allowed by code.

F. MISCELLANEOUS

- ___ Fire lanes shall be approved by the fire department.
- ___ Address numbers shall be posted in contrasting colors on front and rear doors for commercial businesses and shall be 8" on the front door, 4" on back doors. All other structures shall be 4" except home daycares, which shall be 6".
- ___ Rapid key entry box maintained by property owner.
- ___ Charcoal grills, propane grills and/or other open-flame cooking devices shall not be located on combustible balconies or within 10' of combustible construction.
- ___ EXCEPTIONS: 1) One and two family dwellings, and 2) Where balconies/decks are protected by an automatic sprinkler system.

NOTE: *This list is a general guideline only for common violations that can be readily determined by the occupant.*