Black Forest Fire Rescue Protection District
11445 Teachout Road
Colorado Springs, Colorado 80908
Ph-719.495.4300
Web- www.bffire.org

"Dedicated to the Forest and those who call it home"

Business and Building Information

Please complete what you know. Write "unknown" where needed. Our crew will verify details with you.

Business and emergency contacts

Business name

Street address and suite

Business phone

Business email

Owner or manager name and role

Business hours and best visit time

After-hours contact name

After-hours phone

Alternate emergency contact name

Alternate phone

Building details and access

What does your business do?

Approximate total building sq ft

Your business or suite sq ft

Floors above / below ground

Usual / maximum people

Main entrance, gates, locks and fire department key box location

Basement / roof access and any access restrictions

Systems and important hazards

Electrical shutoff location

Gas / propane shutoff location

Water shutoff location

Sprinklers, alarm panel, fire connections and water sources (locations or unknown)

Special hazards or assistance needs (chemicals, cylinders, solar, batteries, mobility, etc.)

Please share a floor plan if available. Identify building materials and hazards during our visit.

Do not enter access codes or passwords here. Arrange secure sharing directly with our department.

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Business Fire Safety Self Inspection

Business name:

Walk through your business and choose one answer per item. Mark "Help" if an item needs attention or you are unsure. Use "N/A" if it does not apply. Only check items you can safely observe.

What to check	Ready	Help	N/A
01 Exits and walkways Paths to exits are clear inside and outside.	☐	☐	☐
02 Exit doors Exit doors open readily from inside while people are present.	☐	☐	☐
03 Exit signs and lights Exit signs and emergency lights appear intact and working.	☐	☐	☐
04 Fire extinguishers Extinguishers are visible, easy to reach and have service tags.	☐	☐	☐
05 Electrical equipment No damaged cords, exposed wiring or overloaded outlets are visible.	☐	☐	☐
06 Cords and power strips Extension cords are not used as permanent wiring; strips are not linked.	☐	☐	☐
07 Electrical panels Panels are accessible, with no stored items blocking them.	☐	☐	☐
08 Storage and housekeeping Trash is removed; items that burn are kept away from heat sources.	☐	☐	☐
09 Fire doors Fire doors are not wedged or tied open and can close fully.	☐	☐	☐
10 Fire protection systems No known alarm or sprinkler problems; service records are available.	☐	☐	☐
11 Sprinklers and fire connections Sprinkler heads and fire department connections are unobstructed.	☐	☐	☐
12 Commercial cooking Hood / suppression service records are available, if applicable.	☐	☐	☐
13 Outside access and address Address is visible; fire lanes, hydrants and entrances are clear.	☐	☐	☐
14 Employee preparation Staff know how to report a fire, leave safely and where to meet.	☐	☐	☐

Items needing help, corrections made or questions for our crew

I completed this walkthrough and provided the information to the best of my knowledge.

Printed name and role | **Signature (type name or sign after printing)** | **Date**

Please return both pages or contact any of us with questions or to coordinate your visit.

Fielding Lucas | Division of Fire Marshal | Fielding.Lucas@bffire.org | 719-650-2276
Deputy Chief Tony Cerrone | Tony.Cerrone@bffire.org | 719-495-4300
Fire Chief David Rocco | David.Rocco@bffire.org | 719-495-4300

This self-check helps us prepare and does not replace our inspection. For emergencies, call 911.