

Town of Orangetown

Bureau of Fire Prevention

20 Greenbush Road
Orangeburg, New York 10962
Ph(845)365-0204fax(845)365-0241

HOW TO PREPARE FOR YOUR FIRE SAFETY INSPECTION

PLACE OF PUBLIC ASSEMBLY

1. The posted occupancy for your establishment must be posted within public view.
2. The most recent Certificate of Compliance Fire Safety must be posted within public view.(certificate must be renewed annually)
3. All exit signs must be illuminated at all times.
4. All emergency lighting must be functional when tested.
5. Portable fire extinguishers must be inspected and retagged annually.
6. Kitchen hood fire suppression systems must be inspected & retagged every 6 months and a copy of the most recent report made available upon request. Hood and duct systems must be cleaned to bare metal at the minimum of once annually, and depending on grease buildup this may be required as needed. A certificate of cleaning sticker must be affixed to the kitchen hood.
7. Fire sprinkler systems are required to be inspected annually,(Orangetown form must be filled out by contractor, forms will be provided upon request) and a copy of the inspection report made available upon request.(In addition:the siamese Fire Dept Connection must be clear and visible, a sign with red 6 inch reflective letters "FDC" on a white background must be affixed 4-6 ft above the connection)
8. Fire alarm systems are required to be tested quarterly and a copy of the report made available upon request.
9. All exits are to be kept clear of obstructions at all times.
10. The use of slidebolts,deadbolts and interior keylocks is prohibited.
11. The use of extension cords is prohibited, electrical devices must plug directly into an electrical outlet.
12. Private fire hydrants must be tested/inspected annually.(Orangetown form must be filled out by contractor,forms will be provided upon request)
13. During your Fire Inspection other items may be found that need correcting, these items and the above listed ones will be noted on your inspection report.

IN THE EVENT OF A FIRE ALARM ACTIVATION OR FIRE YOUR ESTABLISHMENT MUST BE EVACUATED IMMEDIATELY, AND YOU MUST MEET THE RESPONDING FIRE DEPARTMENT AND ADVISE THEM OF ANY CONDITION WITHIN THE BUILDING. DO NOT SILENCE OR RESET THE FIRE ALARM SYSTEM.