



TOWN OF MIDDLEBURY
OFFICE OF THE FIRE MARSHAL
1212 WHITTEMORE ROAD
MIDDLEBURY, CONNECTICUT



Thank you for getting ahead of our visit by being proactive about the upcoming **Fire and Life Safety inspection!** Below are some helpful tips on preparing for the inspection.

1. A Fire Inspector will call or email a contact person on record to set a time/date for the inspection. Typically, someone will walk with the inspector during our visit. **Access to all areas is required**, please be prepared.
2. The business type determines inspection cadence however unannounced inspections could occur at any time.
3. The inspection will focus on fire and life safety items related to the building and contents to include, but not limited to; housekeeping, combustible storage, heat sources, oil/gas appliances, electrical panels, electrical and extension cord usage, fire alarm and sprinkler systems, and smoke detection to name a few.
4. Exit egress and exit access to include aisleways to be free and clear. Exit doors shall operate fully and have appropriate lighting to illuminate exit passage to a public way. During winter months, make sure exit doors and pathways remain clear of snow and ice.
5. Copies to be provided to the Inspector (or emailed to my office) for:
 - ☐ Annual fire alarm test report (if installed).
 - ☐ Semi/Annual and quarterly sprinkler inspection reports (if installed).
 - ☐ Annual fire extinguisher testing.
 - ☐ Annual emergency/exit light test report.
 - ☐ Emergency power back-up generator annual test report (if installed).
6. In addition to the above, commercial kitchens & restaurants shall have commercial hoods cleaned based on a cycle determined by the Middlebury FMO and hood extinguishing system tested. Nozzles are to be capped. Copies to be provided to the Inspector (or emailed to my office) for:
 - ☐ Hood cleaning report.
 - ☐ Semi/Annual hood extinguisher test report.

If you have questions or would like to discuss how to best prepare and keep your business or facility up to code, please do not hesitate to contact me at (203) 577-6740 or email at brianproulx@middlebury-ct.org.

Yours in the Fire Service,

Brian E. Proulx – Fire Marshal
Town of Middlebury