



El Centro Fire Department

1910 N. Waterman Ave., El Centro, CA 92243 * Phone (760) 337-4530 * Fax (760) 337-4501

HOW TO PERFORM YOUR SELF- INSPECTION

- Completed forms must be submitted within 30 calendar days. Do not submit forms until all corrections have been made. Please contact the fire department if you estimate it taking longer than 30 days to make necessary corrections.
- Business owner, manager or person in highest authority should conduct the inspection.
- Complete the “Occupancy Contact Information” at the top of the “self-inspection worksheet.”
- With the “Self-Inspection Form” in hand walk through your business and answer each question with “yes”, “no” or “N/A”.

NOTE: There may be questions on the worksheet that do not apply to your business, such as “fire sprinkler systems” or “fire-alarm/detector systems” simply indicate “N/A” on the inspection form next to those items and continue on to the next section.

- If any of the questions were answered “NO” make sure to make the necessary corrections.
- The Fire Department may make a random re-inspection of your business to ensure quality assurance. Make sure that you make a copy of your inspection form and keep it on-site.
- AFTER you have answered all the questions and made any necessary corrections, sign, date and print your name at the bottom of the form.
- Feel free to make comments in the space provided.
- Submit completed forms.

If anytime during the performance of this inspection you have any questions or are in need of assistance feel free to contact the Fire Department Administrative office between the hours of 7:30 a.m. and 4:30 p.m. at (760) 337-4530.