



CLINTON TOWNSHIP & LEBANON BOROUGH
BUREAU OF FIRE SAFETY
Office of the Fire Marshal
1225 ROUTE 31, SUITE 411
LEBANON, NEW JERSEY 08833
(908) 735-8800
LEA CODE # 1046-001

Dear Business Owner,

The Fire Marshal's Office will be conducting your facility's required annual fire inspection this year 2022. Please ensure **copies** of the following are readily available at all times for the inspection and on premises throughout the year:

Records shall also be maintained on premises for a minimum of **3 years**. If you do not have these reports contact your contractor and have them send the required reports. Once you receive this letter ensure that the following below are available on premises with copies ready to hand off to your authority having jurisdiction inspector. All system records shall be forwarded to the Fire Marshal within **5 business days of your contactor inspection and/or when you receive the documentation from the contractor.**

(Coordinate with your contractor to meet this requirement)

Email: smilne@clintontwpnj.com

Phone #: 908-735-8800 x 254

- 1. Hood Cleaning Records** (details as to what was cleaned)
 - a. The company shall be qualified to conduct cleaning
 - b. At minimum conducted every **6 months**
 - i. High-volume cooking such as 24-hour cooking or wok cooking **every 3 months**
 - ii. Low volume cooking operations such as places of religious worship, seasonal business centers **every 12 months**
 - iii. Cooking operation utilizing solid fuel-burning cooking appliances **every 1 month**
- 2. Current Kitchen Suppression System Report (Semi-Annual Inspection)**
 - a. This is performed by a Fire Protection Contractor and the report shall be completed in full.
 - b. Where there are noted deficiencies; repairs shall be made immediately. Incomplete reports submitted by the contractor will not be counted as valid reports. It is still important to submit all reports to the Fire Official even with deficiencies.
- 3. Fire Alarm Report (where applicable) NFPA 72**
 - a. Annual Inspection
Where there are noted deficiencies; repairs shall be made immediately.
- 4. Sprinkler System (where applicable) NFPA 25**
 - a. Quarterly and Annual Reports Required
 - b. Where there are noted deficiencies; repairs shall be made immediately.
- 5. Fire Extinguishers** (Tag will be inspected on each unit)
 - a. Annual Inspection
 - b. Fire extinguishers shall not be past due. Coordinate inspections with you fire protection contractor to ensure no lapse in inspection.
 - c. Class K Fire Extinguisher will be inspected in the kitchen area and mounted within 30 feet of cooking equipment, visible and not obstructed or obscured from view.
 - d. Where there are noted deficiencies; repairs shall be made immediately.

6. Life Hazard, Non-Life Hazard Fee, Permit Fees

- a. If you are registered as a Life Hazard Use you will be issued an invoice from the State of New Jersey. Once paid you will receive a certificate of registration, ensure this is posted. You will receive this invoice annually.
- b. If you are a Non-Life Hazard Use you will receive an invoice locally from our office in the beginning of January. Ensure this invoice is paid prior to the due date.
- c. Non-Life Hazard Uses will also receive an invoice for a permit for their Kitchen Suppression System. Ensure this invoice is paid prior to the due date.

If you have any questions please email smilne@clintontwpnj.com or call 908-735-8800 x254

Re-occurring violations of any type or failure to maintain the above documents may result in penalties. Review your last inspection report to conduct a self audit. Call your local Fire Marshal for any questions or visit our FAQs page at www.clintontwpnj.com page for more information.