



**NASSAU COUNTY FIRE COMMISSION**  
**OFFICE OF THE FIRE MARSHAL**  
1194 Prospect Avenue  
Westbury, N.Y. 11590  
(516) 573-9900

## Guidelines for Mercantile Establishments

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1. Exit doors shall be able to be opened from the inside without the use of keys or any special knowledge or effort. Slide-bolts, padlocks, bars or any other locking device, except panic bars, are not permitted on any emergency exit door. **This is in effect 24 hours a day.**
2. No turnstiles or other devices to restrict the movement of persons shall be installed in such a manner as to interfere in any way with required exits. Where turnstiles are installed, there shall be a swinging door or gate opening freely in the direction of exit travel, immediately adjacent thereto or within twenty (20) feet.
3. Exit ways and exit signs shall be illuminated at all times.
4. Emergency lighting shall be provided in all areas, including the exterior of all exit doors. All units shall be maintained in good working order. Where required, an annual test of the emergency lighting system shall be witnessed by the Nassau County Fire Marshal.
5. Entrance and exit lobbies shall be maintained clear of all encumbrances (pedestal stands, stock, rubbish, etc.) Snow and/or ice accumulation on the exterior of any structure shall not obstruct the operation of any exit door.
6. Aisles shall be of adequate width, not less than forty-four (44) inches for main aisles, and thirty-six (36) inches for secondary aisles. All designated aisles shall be kept clear and unobstructed at all times.
7. Tables of merchandise, clothing racks, displays, loose merchandise, pedestal signs, tables, etc. shall not be permitted in any aisles. This includes the end of aisles (end caps) as well.
8. Where shopping carts are provided, they shall not be stored or left unattended in aisles, lobbies, or exit ways.
9. Fire doors are to be self-closing and shall not be blocked, chocked or fastened in the open position.
10. The top level of all stock shall be at least eighteen (18) inches below the level of sprinkler heads.
11. Storage areas shall be maintained in an orderly manner with no unnecessary accumulations of combustibles, etc. Aisles shall be maintained in storage areas with a minimum width of thirty-six (36) inches.

12. Management shall prohibit smoking in stock areas, shipping and receiving areas, and all areas where packaging and waste material are stored or handled.
13. The use of flammable decorations is prohibited. A certificate of flame-proofing or a manufacturer's statement that the decorations are non-combustible shall be provided upon request.
14. All cardboard boxes shall be broken down and tied or baled securely. All combustible trash must be stored in metal-covered metal containers while awaiting removal from the premises. The interior and exterior of the premise must be clear of combustible trash and pallets at all times.
15. LPG (propane) storage is prohibited inside any occupied building. LPG containers must be stored at least twenty-five (25) feet from any building, structure or lot line in a non-combustible, top and bottom vented structure or metal enclosure which is adequately secured against access by unauthorized persons.
16. Portable fire extinguishers shall be supplied in conspicuous locations, every seventy-five (75) feet and mounted between four (4) inches and forty (40) inches from the finished floor to the top of the extinguisher.
17. Portable fire extinguishers shall not be obstructed and shall be readily accessible at all times.
18. Portable fire extinguishers shall be serviced by a contractor and technician both licensed by the Nassau County Fire Marshal once a year or when discharged.
19. Automatic fire extinguishing systems shall be serviced by a licensed contractor every six (6) months.
20. Hood and duct systems shall be serviced every six (6) months or as needed when soiled.
21. Storage shall not be permitted in electric meter rooms or within thirty-six (36) inches of any electrical panel.
22. Storage shall not be permitted in any stairwell.
23. Storage shall not be permitted in elevator machine rooms.
24. Storage shall not be permitted in boiler rooms or within thirty-six (36) inches of any heat producing appliance (hot water heaters, ceiling mounted heaters, etc.)
25. The fire sprinkler control valves shall not be obstructed at any time.
26. The fire sprinkler system shall be serviced by a licensed contractor every three (3) months and flowed once every 12 months.
27. The fire alarm control panel and all pull stations shall not be obstructed at any time.
28. Extension cords are prohibited inside any commercial premise.
29. For more detailed specifics and a complete list of regulations please see the New York State Uniform Fire Prevention and Building Code and the Nassau County Fire Prevention Ordinance. Local Town, City or Village ordinances may place additional restrictions on these guidelines.