INSPECTION REPORT

Fire Safety Inspection

REPORT NO. FSI-2026-0571

SITE	Orchard Court Retail Centre	INSPECTION DATE	November 4, 2026
ADDRESS	900 Orchard Court, Portland, OR 97204	INSPECTOR	Daniel Okoye
CLIENT	Orchard Court Retail Partners	CONDITIONS	Dry, 11 °C, centre open to the public

OVERALL RESULT
ACTIONS REQUIRED

The building can stay in use. Four items need follow-up, starting with one overdue extinguisher service.

ITEMS INSPECTED	PASSED	ACTION REQUIRED	FAILED
15	11	4	0

Each item was checked on site. Mark X in Pass, Action (needs follow-up) or Fail (does not meet the requirement).

A Exits and Escape Routes

NO.	CHECK	PASS	ACTION	FAIL	COMMENTS
1.1	Emergency exits unobstructed and unlocked	X			All 8 exits clear
1.2	Exit signs illuminated		X		Sign above dock door 4 is dim
1.3	Emergency lighting operational	X			Tested, all units lit
1.4	Escape route plans displayed	X			Plans current and visible

B Fire Detection and Alarms

NO.	CHECK	PASS	ACTION	FAIL	COMMENTS
2.1	Smoke detectors tested	X			64 of 64 responded
2.2	Manual call points accessible	X			
2.3	Alarm panel free of faults	X			No active faults
2.4	Sprinkler valves open and sealed	X			Zones A to D checked

C Extinguishers and Equipment

NO.	CHECK	PASS	ACTION	FAIL	COMMENTS
3.1	Extinguishers in place and signed	X			22 units checked
3.2	Service tags within 12 months		X		Unit E-14 service is overdue
3.3	Fire hose reels in working order	X			Pressure tested
3.4	First-aid kits stocked	X			

Inspector initials: _____

D Storage and Housekeeping

NO.	CHECK	PASS	ACTION	FAIL	COMMENTS
4.1	Aisles and clearances maintained		X		Pallets within 0.5 m of sprinklers in bay C
4.2	Flammable materials stored correctly		X		Cabinet door left open in workshop
4.3	Waste removed from the building	X			

FINDINGS REQUIRING ACTION

REF.	PRIORITY	FINDING AND RECOMMENDED ACTION	OWNER	DUE DATE
F-01	**High**	**Expired extinguisher service tag at unit E-14** The extinguisher beside dock door 6 was last serviced in July 2025 and is overdue for its annual check. **Action:** Replace or service the unit and update the register.	Facility Manager	Nov 18, 2026
F-02	**Medium**	**Stock stored too close to sprinklers in bay C** Pallets are stacked within 0.5 m of the sprinkler heads, which can block the spray pattern. **Action:** Lower the stacks and mark the 0.9 m clearance line on the floor.	Warehouse Supervisor	Nov 25, 2026
F-03	**Medium**	**Flammable storage cabinet left open** The cabinet in the workshop was open with solvents inside while unattended. **Action:** Remind staff to keep the cabinet closed and add a signed checklist.	Workshop Lead	Nov 25, 2026
F-04	**Low**	**Dim exit sign at dock door 4** The illuminated sign is noticeably dimmer than the others and may fail its next test. **Action:** Replace the lamp or the unit.	Maintenance Team	Dec 9, 2026

SCOPE AND LIMITATIONS

This inspection covers visible and accessible areas on the date shown and does not replace statutory testing of fire systems. Concealed conditions, and areas that were locked or unsafe to enter, were not inspected.

SIGN-OFF

INSPECTOR	Daniel Okoye Certified Fire Inspector	**SIGNATURE**	**DATE**	
SITE REPRESENTATIVE	Martin Cole Centre Manager	**SIGNATURE**	**DATE**	