

FIRE SAFETY SELF INSPECTION GUIDE

A. SUMMARY

All buildings are required to be inspected at least once per year. The purpose of the inspection is to identify unsafe conditions and ensure that occupants are in compliance with the Fire Prevention Code.

B. SCOPE

Due to their size and hazard potential, a number of buildings are allowed to conduct a “self-inspection”. These buildings are:

The inspection should include all accessible areas and includes but is not limited to offices, laboratories and common rooms.

C. PROCEDURE

All work areas should complete the appropriate *Fire Safety Self Inspection Checklist*.

D. FIRE SAFETY SELF INSPECTION CHECKLIST SUBMISSION PROCESS

Submit completed *Fire Safety Self Inspection Checklist* and any supporting documents to:

Fire Safety Self Inspection Checklist

Building:	Date:
Name:	Phone Number:

Instructions: The purpose of this self inspection is to provide you with a tool you can use to eliminate fire and general safety hazards. Please answer all questions. Thank you for your cooperation.

YES NO

	Portable fire extinguishers are present and within 75' of all areas of the building?
	Portable fire extinguishers are properly mounted and accessible?
	There is clear access to all electrical panel boxes? 36" clearance is required.
	Only UL approved power strips are being used? Extension cords are for temporary
	All electrical outlets have a proper cover in place?
	Electrical wiring to appliances is in good condition? –no splices or exposed
	Stairwells are free of combustible storage and trash?
	Exit doors function properly?
	Exit way aisles are clear of miscellaneous storage and obstructions?
	Exit signs are lighted and properly placed?
	Emergency lighting is properly aimed and provides sufficient illumination?
	Emergency lighting is tested monthly?
	All ceiling tiles are in place and the ceiling is intact?
	Storage is kept at least 24" from the room ceiling and 18" below sprinkler heads?
	Hazardous materials are properly labeled and stored?

Fire doors close and latch properly and are not blocked open?
There is no storage in the mechanical room?
Your building has operating smoke detectors?
If battery operated, the smoke detectors are tested weekly?
If battery operated, the batteries have been changed within the last six months?
You have an evacuation plan and assembly area approved by EHS-Fire Safety
You have a working NOAA/DHS All Hazards Radio?
You would like a representative of EHS-Fire Safety Programs to contact you to discuss the results of this self inspection or other emergency planning issues?
Comments :