

FACILITY FIRE PREVENTION AND EMERGENCY PREPAREDNESS INSPECTION CHECKLIST

Date of Inspection: _____ **Conducted by:** _____ **Location:** _____

Reviewed by: _____ **Date of Review:** _____

Comments or additional corrective action taken as a result of the review:

For each checklist item:

- If the item inspected is satisfactory, check the OK box
- If a deficiency is identified, complete the Comments section and indicate the Action Taken
- If the item does not apply, check the N/A box

Imminent Hazards: If a serious hazard is encountered which cannot be immediately abated without endangering employees and/or property, contact your supervisor or facilities manager immediately. All exposed employees should be removed from the area or protected until the hazard is corrected.

Many of the inspection points are based upon various National Fire Protection Association (NFPA) standards that may apply to facilities and operations of the organizations. The purpose of the NFPA Code is to prescribe minimum requirements necessary to establish a reasonable level of fire safety and property protection from the hazards created by fire and explosion.

This checklist does not include all potential hazards. During your inspection, look for all unsafe conditions or potential hazards. Use the "Other Observations and Additional Comments" section (end of checklist) to record your observations. This report and recommendations are purely advisory and for the purpose of assisting with fire and loss prevention procedures. Observations and recommendations are the result of practices and conditions observed and information made available at the time of the inspection and do not purport to refer to or guarantee compliance with local, state or federal regulations which may be applicable to such practice and conditions. This report should not be considered a definitive listing of all existing hazards nor an absolute solution to all indicated hazards. Implementation, management and operation of risk control and safety procedures are the responsibility of the organization.

Fire Prevention - All Facilities	OK	N/A	Comments	Action Taken
Fire extinguishers inspected monthly and serviced by contractor annually				
Portable space heaters have automatic shut off feature if tipped over				
Personal electric appliances inspected for safety before being used in workplace				
Emergency telephone number posted in clear and conspicuous locations				
Extension cords are used minimally and are temporary				
Flammable or combustible liquids not stored in building				
Trash is removed at least daily from building				
Fire and smoke detection systems inspected and serviced				
Building exterior is free of trash and combustible debris				

Fire Prevention - Buildings with Automatic Sprinkler Systems	OK	N/A	Comments	Action Taken
Sprinkler control valves are secured in open position				
Fire department connections are capped and secured				
Spare sprinkler heads and tools are readily available and accessible				
Sprinkler heads are at least 18" above stored material				
Main drain flow test is performed on system annually				
Inspector's test valve is opened at least every 2 years				
Gauges are inspected and operating properly as applicable				
Alarm device is operating and sounds to responding authority when activated				

Building Utilities	OK	N/A	Comments	Action Taken
Electric circuit breaker panels kept clear at least 36' in front of panel				
All circuit breakers in panel are identified to show which circuits they power				
Electric panels are accessible by trained and authorized personnel				
Gas main feed identified, kept clear of debris and protected from physical damage				
Gas main shut off tools readily available and authorized person trained to use tools				

Emergency and Standby Power Systems (ESPS)	OK	N/A	Comments	Action Taken
ESPS exercised at least once monthly by trained and authorized personnel, recorded in log				
Transfer switches operated monthly by authorized personnel, recorded in log				
Main & feed breakers are exercised annually				
Emergency power set has at least 2 sets of instructions manuals				
Special tools and testing devices for ESPS are available to trained and authorized personnel				
Replacement parts for high mortality items are readily available				
Written maintenance and operational testing program established and documented				
Transfer switches are included in maintenance program				
Storage batteries inspected at intervals not more than 7 days				

Record File Room - Fire Protection	OK	N/A	Comments	Action Taken
Vital records are not stored in file room				
Walls have no openings other than necessary for access				
File room door has fire rating equiv. to that of walls				
Door has closing device connected to smoke sensors				
File room has no pendant lamps or extension cords				
All records kept in cabinets are at least 3" above floor				
Fire extinguisher kept outside door of file room				
File room is not used as a working space				

Record Storage Vaults – Fire Protection	OK	N/A	Comments	Action Taken
Vault wall penetrations are small and sealed				
Vault door has fire resistance rating equivalent to vault walls				
Vault has no pendant lamps or extension cords				
Records kept in fully enclosed non-combustible containers				
All records kept in cabinets are at least 3" above floor				
Before closing vault, all record containers are closed				
Before closing vault, all paper waste is removed				
Vault is not used as a working space				
Records are kept at least 18" below sprinkler deflectors				

Fire extinguisher kept outside door of vault				
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Computer Room Fire Protection	OK	N/A	Comments	Action Taken
Access is restricted to only persons absolutely necessary to operation of equipment				
Written emergency fire plan prepared and posted inside and near computer room				
Computer room not located above/below hazardous areas				
Structural supports and raised floor decks - noncombustible				
Deck access tools to remove panels are in room and well marked				
Under-floor cable openings provided with fire stops of approved sealant				
Office tables and desks in room are metal construction				
Only self-extinguishing trash receptacles used in room				
Only records essential to computer operations are kept in computer room				
Records storage rooms are separate from computer room				
Paper stock and other media restricted to absolute minimum				
Automatic smoke and fire detection system annunciate at constantly attended location				
Fire extinguishers indicate the type of fire for which it is intended				
Gaseous total flooding system serviced and tested as recommended by installer				
Changes to computer room configuration approved by detection and extinguishing system installer				
Steam, water or drain piping should not be in place over computer room				

Equipment and Vehicle Storage Facilities	OK	N/A	Comments	Action Taken
When liquefied natural gas fueled vehicles are repaired or stored, open flame heaters are not permitted				
Suspended heaters are not less than 8 ft. above floor				
Flammable spray painting not conducted near open flame or spark producing devices				
Parts cleaning solvent is non flammable or no ignition source in the area				
Fuel tanks drained and purged or inerted prior to work				
Combustible rubbish placed in covered metal receptacles and removed daily				
Oily rags kept in metal container with self closing cover				
Fire extinguishers are adequate for exposure and in clear and conspicuous places				

Storage of Flammable Materials	OK	N/A	Comments	Action Taken
Flammable gasses stored at least 20' from oxygen gas				
Open flames not permitted in flammable storage areas				
Liquified flammable gas cylinders stored upright or that pressure relief valve in direct contact with vapor space				
Approved storage cabinet used for flammable liquid storage				

Emergency Action Plans	OK	N/A	Comments	Action Taken
Emergency escape procedures and emergency route assignments are written and posted				
Procedures established for designated employees who may operated critical operations before they evacuate				
Procedures established to account for all employees after emergency evacuation has been completed				
Rescue and medical duties established for those employees who are to perform them				
Emergency reporting procedures and emergency notification telephone numbers established and posted				
Names or job titles or departments who can be contacted for further information or explanation of duties under emergency action plan				
Training has been provided for a sufficient number of persons to assist with emergency evacuation				
Review conducted with each employee upon initial assignment regarding emergency action plan				

Emergency Preparedness	OK	N/A	Comments	Action Taken
Location of emergency supplies and materials, 1 st aid kits have been identified and inspected				
Heavy objects are placed below 42" to avoid them falling on person during earthquake				
Racks, shelves, and cabinets are secured from tipping during earthquake				
Evacuation practice drills are conducted as necessary				
Emergency egress route kept clear and exits have been identified				
Emergency evacuation plan for people with disabilities established and communicated				