

Fire & Life Safety Inspection Checklist

EXITS

- Exit door does not open easily
- Exit door not marked
- Exit door/aisle obstructed
- Storage in exit corridors/stairways
- Exit doors locked during working hours
- Exit sign not illuminated
- Exit sign not directing towards the escape route
- Exit sign installation inadequate
- Emergency light not functioning properly

ELECTRICAL

- Extension cords used as permanent wiring
- Multi-adapter without internal circuit breaker being used
- Power strips connected in series
- Electrical cords extend through walls and ceilings
- Conduit has exposed wire
- Electrical panel missing blanks
- Electrical panel box missing cover
- Electrical panel access obstructed
- Electrical cord(s) present tripping hazard
- Electrical outlets within 6' of wet area do not have GFCI protection
- Electrical outlet cover missing or damaged
- Electrical outlet switch plate missing or damaged
- Electrical junction box missing cover
- Exposed electrical wiring

BUILDING INTERIOR & EXTERIOR

- Fire department connection not labeled
- Fire department connection access obstructed
- Post interior valve closed
- Guard rails/hand rails missing, damaged or not secured
- Mechanical room not properly identified
- Electrical room not properly identified
- Roof access not properly identified

STORAGE

- Storage within 24” of ceiling
- Storage within 18” of sprinkler heads
- Electrical room used as storage
- Mechanical room used as storage
- Storage in exit corridors/exit stairways
- Excessive storage of combustible materials near open flame, heat/electrical source
- Flammable liquids not stored in flammable liquid storage cabinet
- Compressed gas cylinder not secured properly

FIRE PREVENTION & DETECTION EQUIPMENT

- Fire extinguisher inspection out of date
- Fire extinguisher not mounted or in a cabinet
- Fire extinguisher access obstructed
- Sprinkler escutcheon missing
- Fire extinguisher damaged/missing pin/missing tamper seal or has been discharged
- Fire alarm panel obstructed and/or damaged
- Pull stations obstructed and/or damaged
- Smoke/heat detectors obstructed and/or damaged
- Smoke/heat detector installation inadequate
- Fire alarm notification device obstructed or damaged

FIRE AND SMOKE SPREAD

- Ceiling tiles missing/damaged
- Wall/ceiling penetrations not fire stopped
- Fire doors blocked open
- Fire door does not close or latch properly