Quick Tips!
FIRE SAFETY INFORMATION FOR EVERYONE

TOPIC: FIRE & LIFE SAFETY SELF INSPECTION CHECKLIST

This self-inspection checklist is designed to help you identify fire safety related hazards in and around your work area. Please report any hazards identified on this list to your building proctor or Environmental Health & Safety. This is not a comprehensive list, please feel free to contact Environmental Health & Safety if you would like a more in-depth inspection list, or have questions about the checklist.

MEANS OF EGRESS:
1. No storage located in exit corridors and stairways. □
2. Exit doors are not locked during working hours. □
3. Exits are properly marked. □
4. Exit lights are working properly and are not damaged. □
5. Everyone knows where the building emergency assembly area is located. □

ELECTRICAL:
1. Electrical cords do not present a trip hazard. □
2. Extension cords are not plugged in longer than a normal eight hour work day. □
3. Extension cords are not cracked, missing insulation, or missing ground. □
4. Cover plates are not missing from electrical outlets. □

STORAGE OF MATERIALS:
1. Items are not stored within 18 inches of sprinkler heads. □
2. Items are not stored within 24 inches of the ceiling. □
3. No storage located in mechanical rooms and electrical rooms. □
4. Flammable liquids are stored properly within fire rated cabinets. □
5. Combustibles are not stored near open flames or heat sources. □

FIRE PROTECTION EQUIPMENT:
1. Fire extinguishers are not damaged, and are checked monthly. □
2. Fire extinguishers are not blocked and are visible. □
3. Fire hose connections are not blocked or damaged. □

FIRE ALARM, SMOKE DETECTION, SPRINKLERS:
1. All fire safety equipment is accessible. □
2. Manual fire alarm pull stations are not blocked or damaged. □
3. Smoke detectors are not visibly damaged or obstructed. □
4. Heat detectors are not visibly damaged or obstructed. □
5. Fire sprinkler valves are accessible and not obstructed. □
6. Items are not hung or suspended from fire sprinkler heads. □
FIRE AND SMOKE SPREAD:
1. Ceiling tiles are not damaged or missing, all tiles are in place. □
2. Fire doors are not blocked open and can swing without obstruction. □

HAZARD CONTROL:
1. No slip or trip hazards are present. □
2. No evidence of smoking within the building. □
3. All work areas have proper general housekeeping. No buildup of combustibles. □