

FIRE INSPECTION CHECKLIST

EMPLOYEE'S NAME _____ INSPECTION DATE _____

The following is a list of potential fire hazards that maintenance staff members should inspect each month to ensure fire safety compliance. Please enter a check in the box next to each item to indicate the inspection has been completed and that there are no problems with the item or area inspected. If a follow-up is necessary, please write your comments in the space provided below each item, and inform a supervisor immediately.

1. SMOKING HAZARDS

Ashtrays, receptacles to dispose of cigarettes and cigars are available and visible in smoking areas.
COMMENTS _____

"NO SMOKING" signs are posted in required areas.
COMMENTS _____

2. ELECTRICAL OUTLETS & EQUIPMENT

Plugs, switches, and cords meet local building codes.
COMMENTS _____

Plugs, switches and cords are not frayed or shorting out.
COMMENTS _____

No accumulation of dirt, dust, or grease at electrical outlets or on equipment such as air-conditioning compressors.
COMMENTS _____

Electrical devices are turned off when not in use, when practicable.
COMMENTS _____

3. FLAMMABLES

Combustible waste, such as used cleaning products or rags, are placed in proper containers.
COMMENTS _____

Proper ventilation is in areas where flammable or combustible products are used.
COMMENTS _____

All flammable liquids are safely stored in OSHA-approved containers.
COMMENTS _____

Trash, rubbish has been removed on a regular basis.
COMMENTS _____

4. SAFETY EQUIPMENT

Hallways, stairwells, and exits are properly lit.
COMMENTS _____

Exit signs are illuminated as required by law.
COMMENTS _____

Stairwells are free of obstacles and garbage.
COMMENTS _____

Evacuation routes are posted, and fire lane is clear.
COMMENTS _____

Common-area fire alarms work properly.
COMMENTS _____

Fire sprinkler heads are clean, not corroded or unobstructed.
COMMENTS _____

Fire sprinkler inlets and shut-off valves are visible and accessible.
COMMENTS _____

Fire equipment such as fire extinguishers and hoses are stored in the proper locations and work properly.
COMMENTS _____

Fire doors and fire escapes are operable and accessible.
COMMENTS _____