

Checklist For Building Inspection & Fire Safety

INSPECTION CHECKLIST

Date of Inspection:	Inspector:
Location/Address:	
Weather Condition:	

AFTER COMPLETING YOUR INSPECTION, TRANSFER YOUR CONCERNS/OBSERVATIONS TO THIS AREA

Facility:	Name:
Staff Contact:	Telephone Number:
Date Inspected:	Time:

BUILDING INSPECTION & FIRE SAFETY	Y	N	CONCERNS/OBSERVATIONS	RECOMMENDATION(S)/ACTION REQUIRED	COMPLETED DATE
EXTERIOR ITEMS					
Is the fire lane posted and clear?					
Is there clear egress from all exits?					
Are steps and ramps clear of ice/snow and debris?					
Are hand rails in place and secure?					
Are hydrants clear of obstruction and capped?					
Are standpipes/sprinkler connections capped and clear?					
Are any combustible materials stored adjacent to/under building?					
Are all electrical cover plates in place?					
Is the garbage container at least 3 m from the building?					
Is the mechanical room combustion air intake clear?					
Is there any evidence of leaks from or around fuel tanks?					
Is there any damage to fuel tanks/lines or meters?					
INTERIOR ITEMS					
Are fire emergency procedures current and posted by all exits?					
Are fire exits posted and clear?					
Are all exit signs illuminated?					
Are exit doors chained at any time?					
Are hallways clear of obstructions?					

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INTERIOR ITEMS					
Are stairwells clear of obstructions?					
Are doors blocked/wedged open?					
Are fire doors properly labelled?					
Are self closing mechanisms on doors in operable condition?					
Are handrails in stairs in place and secured?					
Is the fire panel ON and SECURED?					
Are any trouble indicators showing on the fire panel?					
Are smoke detectors operational?					
Are extinguishers in place/ serviceable and clear of obstruction?					
Are extinguisher tags current?					
Is there .5 m clearance space below all sprinkler heads?					
Is the hose in cabinet properly racked and in good condition?					
Is the fire water storage tank to proper level?					
Is the electrical room secured?					
Is the electrical room clear of combustible materials?					
Is there 1 m clear space around all electrical panels?					
Is the mechanical room secured?					
Is the mechanical room air intake clear?					
Is the mechanical room clear of combustible materials?					
Are there any fuel spills/leaks in the mechanical room?					
Are there any fuel spills/leaks in the generator room?					

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INTERIOR ITEMS					
Are attic/crawl space fire separations in tact?					
Is the attic/crawl space clear of combustible material?					
Is the attic/ crawl space access secured?					
Are the storage areas secured?					
Are the custodial areas secured?					
Are emergency lights operational?					
Is flammable material properly stored?					
Is any gas-powered equipment stored in the building?					
Are non-smoking rules enforced?					
Is the workshop area properly vented?					
Are dust collection equipment connected to duct producing equip?					
Are there holes in walls, ceiling or floors					
Are all ceiling tiles in place?					
Are kitchen exhaust fans operational and clean?					
Is kitchen fire suppression system maintained under regular schedule?					
Is kitchen fire suppression system fully charged?					
HAZARDOUS CHEMICALS					
Are hazardous chemicals are labelled stored and separated correctly?					
Are hazardous chemicals are being used correctly?					
Are hazardous chemical signs are displayed correctly?					
Are all cylinders are secured in upright position when not in use?					

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FLAMMABLE & COMBUSTIBLE LIQUIDS					
Stored in approved flammable/combustible liquids room, safety storage cabinet, approved containers in remote areas					
Quantities introduced to building areas are minimized					
Are empty containers removed from building and/or to a safe area?					
Are bonding & grounding procedures properly followed?					
Are contaminated rags disposed in approved safety bins?					
Areas of use are clear of all spills and residue					
Areas of use are clear of all ignition sources					
All equipment is approved for use in flammable liquids areas					
EMERGENCY LIGHTING					
Are all emergency lighting units checked monthly?					
Are all emergency lighting units tested annually?					
Are all emergency lighting units visible and unobstructed?					
Are there an adequate number of emergency lighting units?					
STANDPIPE SYSTEMS					
Is the standpipe system monitored?					
Class of Standpipe System: Class I _____ Class II _____ Class III _____					
Control Valves Supervised / Sealed					
Are flow switches present and tested?					

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Is the system pressurized?					
System Pressure Verified at highest cabinet / rack Gauge Pressure _____					
Condition of Hoses _____					
Length of hoses: 75' _____ 100' _____					
Are all hoses properly mounted?					
Are all hoses re-racked?					
Are fire hose nozzle present?					
Is the valve wrench present?					
Are all fire hose cabinets and hose stations accessible?					
KITCHEN SUPPRESSION SYSTEMS					
Type of Systems: WC _____ DC _____ Other _____					
Inspected Semi-Annually and Links changed					
Is the manual release button accessible?					
Is the Cooking Hood clean and free of grease build up?					
Is the Grill and Fryer Clean and free of grease build up?					
Is a Class K Extinguisher present?					
Is the ductwork clean and inspected?					
Is there 18" of clearance between the cooking operations & combustible materials?					
CLEAN AGENT SUPPRESSION SYSTEMS					
Type of System: CO2 _____ FM-200 _____ Novek _____ Inergen _____ Other _____					
Note the location and area protected: _____					

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Is the systems monitored?					
Note the number of Cylinders / Tanks: _____ & number of Nozzles: _____					
Are Reserve Cylinders Present?					
Is the System Tested Semi Annually?					
Date of Last Inspection: _____					
Are the cylinders tanks & manual release button accessible?					
Is a discharge warning signage present?					
Are activation strobes / lights present and unobstructed?					
Penetrations in Walls/Floors/ Ceiling Well Patched					
Note Detection Media: Smoke _____ Heat _____ IR _____ Rate of Rise _____ Other _____					

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