

Monthly Fire/Safety Inspection Checklist

Date: _____

Person(s) Completing Inspection: _____

ELECTRICAL	YES	NO	N/A	COMMENTS
Any circuit breakers regularly tripping?				
Are extension cords run under carpets/rugs or across doorways?				
Are all cords and plugs in good condition?				
Are all ground plugs in good condition?				
Are all electrical boxes equipped with an undamaged cover plate ?				
Does the facility maintenance department approve all extension cords?				
Are electrical switches, switch plates, or receptacles cracked, broken, or have exposed contacts?				
Are all electric panels locked and surrounding 3 ft of space clear?				
Are electrical circuit panels breakers identified?				
EMERGENCY LIGHTING	YES	NO	N/A	COMMENTS
Do all egress pathways have emergency lighting?				
Have all emergency lighting units been tested for 30 seconds in the past 30 days?				
Are all corridor nightlights lit at night?				
If power failure occurred within the last 30 days did the emergency lighting come on ?				
HAZARDOUS MATERIALS	YES	NO	N/A	COMMENTS
Are Material Safety Data Sheets available on all hazardous materials utilized within the facility?				
Are Material Safety Data Sheets readily available for staff in area where chemical is used/stored?				
Are Oxygen signs posted where Oxygen is stored?				
Does the facility contain more than 10 gallons (total collective) of Class I, II, or III flammable liquids?				
Are flammable liquids stored in proper containers?				
Is personal protective equipment available for staff using chemicals?				
FIRE EXTINGUISHERS	YES	NO	N/A	COMMENTS
Are all extinguishers in place?				
Are all extinguishers easily accessible?				
Are monthly inspections being conducted?				
FIRE EXTINGUISHERS	YES	NO	N/A	COMMENTS
Is the last annual inspection within the past 12 months?				

Is the last hydrostatic test within the last 5 years?				
Are seals and tamper pins in place?				
Is there damage, corrosion, leakage, or clogged nozzles?				
Does pressure gauge indicated the Extinguishers are ready for use ?				
Are all new staff members trained on extinguisher use?				
Do all staff members know where Extinguishers are located?				
FIRE SUPPRESSION SYSTEM	YES	NO	N/A	COMMENTS
Are all fire hydrants visible and readily accessible?				
Do fire hydrants have caps?				
Are fire department connections visible and accessible?				
Are fire sprinkler heads and piping in good condition?				
Is a zone of 18 inches below the sprinkler head free of obstruction/materials?				
Is a stock of sprinkler heads available in each building?				
Has the sprinkler system been inspected by an outside contractor within the last 12 months?				
Have quarterly inspections been Documented on sprinkler system?				
Are sprinkler heads kept dust, lint, and grease free? (Areas of interest: Food services, laundry, living areas)				
Is the sprinkler system operational?				
Does the fire alarm control panel display "fire sprinkler trouble"?				
Is kitchen hood equipped with an Automatic suppression system?				
Has the kitchen hood suppression system been tested within the past 6 months ?				
EXITS	YES	NO	N/A	COMMENTS
Are exits clear of storage and clutter?				
Do all staff have egress keys for pad-locks at chained/locked gates?				
Are EXIT lights illuminated?				
Stairwells and corridors clear of storage/clutter?				
Are all exterior doors fully operable and free of obstructions?				
Are all fire doors marked with a "Fire Door Keep Closed" sign?				
Are all fire doors kept closed or equipped with a self-closing device?				
Are all corridors, exits, ramps, and stairs illuminated to at least 1 foot candle?				
KEYS	YES	NO	N/A	COMMENTS
Do staff carry appropriate keys to operate fire alarm control panels/system?				

Do staff carry appropriate keys to access circuit breaker panels?				
Does shift supervisor have access to grand Master key in order to access all lock-sets in facility?				
Do housekeepers carry appropriate keys to access circuit breaker panels?				
EMERGENCY GENERATOR	YES	NO	N/A	COMMENTS
Have the emergency generators been tested "under load" within the past 30 days?				
Does each emergency generator have at least a 24 hour fuel supply?				
Are the emergency generators maintained on a routine basis?				
EMERGENCY PLANS	YES	NO	N/A	COMMENTS
Emergency plan reviewed/approved within the past 12 months?				
Current evacuation plans posted?				
Is there emergency communication backup ?				
Is the local fire department familiar with the facility emergency plan and any recent changes?				
Has the local fire department visited the facility and reviewed the emergency plan within the past 12 months?				
FIRE DRILLS	YES	NO	N/A	COMMENTS
One drill conducted per shift per Quarter for the past 12 months?				
Was evacuation drill conducted in the last 12 months?				
Did staff demonstrate quick and complete Control during the evacuation drill?				
Room/area cleared and head count conducted?				
Did drill simulate realistic situation/condition?				
Did the fire alarm system function properly?				
Are all drills performed at unexpected times?				
Is staff routinely trained to dial emergency phone number to report any/all alarms?				
COMPARTMENTALIZATION	YES	NO	N/A	COMMENTS
Have areas of refuge been identified?				
Have staff been drilled on "evacuation in place" utilizing the building's smoke compartmentalization ?				
Are 1 hour rated doors or automatic sprinklers installed in the boiler rooms?				
Are 1 hour rated doors or automatic sprinklers installed in the janitorial closets?				
Are 1 hour rated doors or automatic sprinklers installed in the maintenance shop?				
Are 1 hour rated doors or automatic sprinklers installed in the laundry rooms?				
COMPARTMENTALIZATION	YES	NO	N/A	COMMENTS
Are 1 hour rated doors or automatic sprinklers installed in the kitchens?				
Are 1 hour rated doors or automatic sprinklers installed in the general storage rooms?				

Are portable space heaters present in facility? (Portable heaters are prohibited in agency by state reg)				
Are there any firewall penetrations that are not sealed?				
Are all fire/smoke doors fully operational? (close/latch)				
Are all laundry room lint traps cleaned on a daily basis?				
Do the laundry chute doors latch?				
FIRE ALARM SYSTEM	YES	NO	N/A	COMMENTS
Is the fire alarm control panel indicating it is operational?				
Are a portion of the smoke detectors tested in each alarm circuit semi-annually?				
Have all smoke detectors been tested within the past 12 months?				
Are all manual fire alarm pull stations accessible and unobstructed?				
Are all fire/smoke doors accessible and unobstructed?				
Is the digital communicator to the fire alarm monitoring center displaying "NORMAL"				
Is an operator on duty at all times at the fire alarm monitoring center?				
Are Interim Life Safety Measures available for implementation in the event of a fire alarm system failure or other necessitating condition/circumstance?				
FURNISHINGS/DECORATIONS and STORAGE	YES	NO	N/A	COMMENTS
All furnishing and decorations flame retardant?				
Does art work/posters or decorations exceed 20% of open wall space in any given area?				
Are combustibles stored properly in appropriate areas?				
Is combustible personal property stored non-combustible container?				
Are all facility wastebasket non-flammable?				
Are curtains, mattresses, carpets, and cushioned furniture flame retardant?				
Are staff responsible for purchasing the above items aware of the Furnishings/Decorations Procurement Policy?				
Are combustible decorations flame retardant treated?				
Are combustible window coverings/cubicle curtains flame retardant treated after laundering?				
HEATING , VENTILATING, AND AIR CONDITIONING	YES	NO	N/A	COMMENTS
Have smoke dampers installed in duct work that penetrate a firewall been tested within the past 12 months?				
Do air handling units, exhaust/intake, shut down upon activation of fire alarm system?				
Are flammable liquids stored in vented flammable storage cabinets?				
SMOKING	YES	NO	N/A	COMMENTS
Is the facility smoking policy posted in visible areas throughout facility?				
Is designated resident smoking area clean and free of potential fire hazards?				

