MONTHLY FIRE AND LIFE SAFETY INSPECTION
CHECKLIST FOR BUILDING COORDINATORS

BUILDING __________________________________ MONTH ______ YEAR ______

Performed By: ____________________________________________

I. EXITS
1. Are corridors/hallways clear of all obstructions? [ ] Yes [ ] No
2. Are stairwell/stairways clear of all obstructions? [ ] Yes [ ] No
3. Are the electrically illuminated exit signs working (lighting)? [ ] Yes [ ] No
4. Are exit stairwell doors (fire doors) being kept closed? [ ] Yes [ ] No
   (The exception is if rated fire door is held open by an electromagnetic
doorknob activated by the fire alarm system.)
5. Can interior exit doors be opened in one motion and without use of a key
   or special knowledge or effort? [ ] Yes [ ] No

II. FIRE AND LIFE SAFETY DEVICES/EQUIPMENT
1. If your building has a fire alarm system, are the pull stations visible
   (no obstructions placed in front of pull stations)? [ ] Yes [ ] No

III. STORAGE ROOMS
1. Are storage rooms being kept in a neat and orderly manner? [ ] Yes [ ] No

IV. FIRE HAZARDS
1. Are extension cords being used instead of permanent wiring? [ ] Yes [ ] No
2. Are any covers on electrical devices (outlets, junction boxes, etc.)
   missing or any electrical wires exposed? [ ] Yes [ ] No
3. Are flammable and combustible liquids stored appropriately? [ ] Yes [ ] No

V. EMERGENCY PLANS
1. Are your building fire prevention and emergency action plans up to date? [ ] Yes [ ] No
2. Is the staff aware of disabled persons in their area who may need assistance
   out of the building? (i.e. a hearing impaired person may need assistance to
   advise them of a fire alarm sounding.) [ ] Yes [ ] No
3. Are employees aware of the campus fire alarm evacuation procedures? [ ] Yes [ ] No

VI. AED CHECKLIST
1. AED present with no sign of damage, clean and is not beeping. [ ] Yes [ ] No
2. AED Response Kit present and attached to AED. [ ] Yes [ ] No

VII. ELEVATORS
1. Are elevator emergency phones operating properly? [ ] Yes [ ] No
   (Please call public safety at 439-4480 before testing the phones)

This inspection report must be completed each month and turned into Health
& Safety by the 28th of each month. (fax 439-7670, jee@etsu.edu, or EH&S
Box 70653)