

Attachment "A"

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?
(The exception is if rated fire door is held open by an electromagnetic door holder activated by the fire alarm system.) Yes No
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?
(Please call public safety at 439-4480 before testing the phones) Yes No

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)