

## FIRE SAFETY INSPECTION CHECKLIST

### FIRE EXTINGUISHERS

- ❑ A fire extinguisher is required to be within 75 feet of every area and within 50 feet from a special hazard, such as the kitchen or a workshop.
- ❑ Fire extinguishers must be checked annually by a licensed service contractor.
- ❑ Fire extinguishers should not be hung higher than 5 feet from the floor to the top of the extinguisher.
- ❑ Extinguishers are classified as "A", "B", or "C". Type "A" is required for ordinary (*wood, paper, some plastics, etc.*) hazards.
- ❑ Type "B" is required for liquid (*grease, paint, some plastics, etc.*) hazards.
- ❑ Type "C" is required for electrical hazards.
- ❑ Multi-purpose ("ABC") extinguishers are available for combined hazards and are the type recommended.

### EXITS

- ❑ There must be at least two exits from every area.
- ❑ Exits must be accessible without the use of a key (*security can only be provided by approved alarm locks*).
- ❑ Exits must be marked with illuminated exit signs that are working.
- ❑ Storage, furniture, trash, etc. are not allowed in corridors or stairways.
- ❑ Fire doors to stairways and storage rooms must close and latch automatically.
- ❑ Fire doors may not be blocked open (*fire doors can only stay open normally if smoke detectors connected to automatically releasing door holders are installed*).
- ❑ The walls and ceilings of corridors and stairs must be solid. Any holes or other damage must be repaired.
- ❑ Exits may not be hidden by draperies, furniture, etc.
- ❑ Exit doors must open outwardly.
- ❑ Corridor doors must be solid doors (*20 minute fire rated*). These must have automatic door closers, unless there are approved smoke detectors in the corridors

## FIRE ALARMS

- ❑ Every building must have a fire alarm system that is always working.
- ❑ Each bell or horn, manual alarm station, and smoke or heat detector must work.
- ❑ The alarm stations must be red, and may not be covered or blocked by furniture, posters, drapes, etc.
- ❑ Smoke detectors are required in every room used for sleeping and are recommended in the corridors and stairs.
- ❑ When it is sounding, the fire alarm must be heard in every area of the building.

## WALLS/CEILINGS/FLOORS

- ❑ The interior finish of corridors, stairways, foyers, lobbies, and any other exits must be rated Class A or B. This means that paneling, ceiling tile, carpets, decorations, etc. in these areas must be fire retardant.
- ❑ The interior finish of all other areas must be rated Class A, B or C. This allows a more flammable finish, but still prohibits very flammable finishes, such as some wood paneling, paper, some fabrics, etc.
- ❑ The use of very flammable decorations is prohibited.

## MAINTENANCE

- ❑ Every required safety device (*fire alarms, exit lights, fire doors, etc.*) must work, and must be kept in good repair.

## FIRE PROTECTION SYSTEMS

- ❑ Sprinkler systems are required in most storage areas, and must be turned on at all times.
- ❑ Extinguisher systems are required to protect the kitchen exhaust hood and deep fryers, griddles, and stove tops. These must be inspected and serviced every six months.

## STORAGE

- ❑ Flammable liquids (*paints, etc.*) must be limited to that needed for routine maintenance, and must be stored in approved storage rooms. Approved storage rooms are rooms separated from the rest of the building by 1 hour fire rated construction and having a sprinkler system.
- ❑ Gasoline is prohibited from the building, including that in the tanks of cycles, mopeds, lawnmowers, and storage cans.
- ❑ Combustible storage (*furniture, luggage, paper supplies, lumber, tires, etc.*) may only be in approved storage rooms.

## HOUSEKEEPING

- ❑ Accumulations of combustible debris which could block an exit or could easily be set on fire are prohibited.

## FIRE DRILL

- ❑ Shelter evacuation routes and procedures should be posted in each room/common area.
- ❑ Each dormitory, fraternity, and sorority is advised to conduct a fire exit drill each semester, witnessed by a fire inspector.
- ❑ Emergency contact information, in the event of an emergency, should be posted.

## FIRE ESCAPES

- ❑ Railing or gates secured and in place (No open drops).
- ❑ Exits easily opened from the inside without key or special devices.

## FIRE LANES

- ❑ Areas which are posted by signs or painted curbs are fire lanes. Vehicles parked in these areas would block rescue ladder trucks from getting ladders to your window.

The above items have been condensed from the fire prevention laws, which apply to residence facilities, including fraternity and sorority houses. These are not all of the fire prevention laws, but include the most common deficiencies found during campus inspections and are, generally, items which can be corrected before an inspection.

Many other fire prevention code requirements pertain to the method and materials used to construct the building. Any deficiencies of this type will be brought to your attention during the fire inspection.