

MONTHLY SHELTER SELF INSPECTION

This report is designed to help recognize and reduce loss potential within the residence. This report should act as a guide and should be completed on a monthly basis by a competent individual preferably by a housing corporation officer and house manager.

CHAPTER _____ **SCHOOL** _____ **DATE** _____

HOUSEKEEPING & STORAGE AREAS

- General interior and exterior housekeeping good..... _____
- Grass mowed and bushes trimmed..... _____
- Storage rooms neatly arranged with good access..... _____
- Floors and walls clean throughout _____
- Individual rooms free of combustible materials..... _____

HALLS

- All halls are free from obstructions..... _____
- All halls are well-lit/emergency lighting functional..... _____
- All stairwells and steps have secure banisters/railings _____

BUILDING MAINTENANCE

- Roof covering in good condition with no known leaks _____
- All interior and exterior walls in good condition..... _____
- All interior and exterior doors and windows in good condition... _____
- All fire doors between floors marked as such and kept locked.. _____

ELECTRICAL SYSTEM

- All circuits correctly fused..... _____

All covers in place with none broken.....

No multiple plug/appliances policy in force and posted

Date of last electrician inspection

PLUMBING SYSTEM

Any known leaks

Has sprinkler system been checked in last six months?

FURNACE & HOT WATER HEATERS

All located in separate rooms.....

All doors to rooms close completely

All rooms free from combustible materials.....

All covers on equipment in place

Equipment inspected within last year by contractor?.....

Furnace filters replaced if necessary.....

SMOKING

Allowed in safe locations only

Is there a "no smoking in bed" rule?

Ashtrays with large lips used

Butts collected in metal container

SMOKE DETECTION & FIRE ALARM SYSTEM

Are there manual fire alarm pull boxes in all halls?

Is there a smoke detector in each room? _____

If smoke detectors are battery-operated, are batteries changed every six months? _____

Date of last battery change?
If a hard-wired system, is it tested monthly by a responsible person and serviced twice annually by an outside contractor? .. _____

Date of last monthly test _____

Date of last contractor inspection..... _____

FIRE EXTINGUISHERS

Is there at least one extinguisher on each floor? _____

Are there extinguishers in the kitchen? _____

Is there an extinguisher in the laundry room? _____

Are extinguisher locations accessible and clearly marked? _____

Does a responsible person make sure all extinguishers are in place and completely charged every month? _____

Are extinguishers inspected and serviced by an outside contractor yearly? _____

Date of last yearly contractor inspection _____

KITCHEN & COOKING

Is all cooking equipment located under a hood? _____

Is entire hood and ductwork system cleaned twice a year? _____

Date of last cleaning..... _____

Are removable hood grease filters run through the dishwasher daily? _____

Is there an extinguishing system protecting all cooking equipment? _____

Is the extinguishing system serviced twice a year by an outside contractor? _____

Date of last service..... _____

LAUNDRY ROOM

Are lint filters cleaned after each load? _____

Are areas behind dryers free of lint? _____

FIRE DRILLS

Evacuation plan posted? _____

Emergency contact information posted? _____

Is there a practice fire drill every six months? _____

Date of last drill _____

INSPECTION

Has campus fire marshal inspected building within last six months? _____

Has city/town fire department inspected building within last six months? _____

GENERAL

Explain any "No" answers from above.

Explain corrective action taken.

Have all deficiencies from previous reports been corrected? YES NO

Signature and title of person doing inspection _____

Name/title of person reporting _____ Date reported _____

Address: _____

Phone Number: _____ Email: _____