

ANNUAL/SEMI-ANNUAL INSPECTION CHECKLIST

ANNUAL

- Request campus fire marshal or city/town fire department to inspect shelter – if not already completed per local ordinance.
- Service fire extinguishers.
- Professionally inspect sprinkler system.
- Professionally inspect fire alarms and pull stations.
- Thoroughly clean resident's rooms.
- Professionally clean kitchen, floors, bathrooms, carpet, and wall coverings.
- Steam clean range vent system – if applicable.
- Organize and clean food storage area.
- Inventory keys/replace keys and locks as necessary.
- Caulk and regrout showers.
- Inspect roof and repair as necessary.
- Wipe down walls.
- Clean fireplace and chimney.
- Touch up walls, ceilings, and woodwork in all student rooms and public areas.

SEMI-ANNUAL

- Change batteries in smoke detectors.
- Inspect sleeping areas for overloaded outlets, space heaters, trash, and candles.
- Inspect water heaters.
- Make sure fire extinguishers are in place and functioning.
- Conduct emergency drill with residents.
- Educate members on emergency procedures, rules, and house polices.

