

Safety Training Handout

Fire Safety Inspection



As you walk through buildings on campus be aware of the following fire hazards and either correct them, notify the building occupants so they can correct them, or generate a work order. If you are unsure of a hazard, contact the Plant Manager or Risk Management.

1. The use of extension cords for permanent wiring. Extension cords shall only be used for temporary use (less than 90 days). No permanent or ongoing equipment or appliances should be plugged into extension cords. If you need more outlets in your area please contact Maintenance.
2. Powers strips can be used if plugged directly into a wall outlet. They cannot be daisy-chained together (one power strip plugged into another power strip).
3. Power cords with frayed or damaged wiring. If you have a damaged cord, throw it away or contact Maintenance for repair.
4. Blocked exits and exit passageways. All exits must be free of obstructions at all times.
5. Fire doors that are propped open. Fire doors must be kept in the closed position or held open by an approved device (one that closes the door automatically when the building fire alarm is tripped). The use of door stops, wedges, and other non-approved hold-open devices are prohibited.
6. Improper storage. Storage must remain a minimum of 18" below the ceiling in sprinklered buildings and 24" in non-sprinklered buildings. No storage is allowed in electrical rooms or elevator closets. Nothing can be stored in front of an electrical panel within 3 feet on all sides.
7. Exit door that are difficult to open. Exit doors must be able to be opened from inside without a key, with minimal effort.
8. Use of portable heaters is discouraged due to the tendency to overload circuits. If they are used, they must be plugged directly into wall sockets, and must be placed at least 36" away from all combustible materials.

Please complete a self-inspection of your area to make sure any of the above hazards are abated.

Fire & Life Safety Inspection Checklist

 Building & Room _____
 Inspected by: _____

Date: _____

Y	N	N/A	General
			Exits and exit passageways must be free of obstructions at all times.
			Fire doors must be kept closed at all times.
			Material must not obstruct hydrants, sprinkler heads, fire extinguishers, pull station, or standpipe control valves.
			Storage must remain a minimum of 18" below the ceiling in sprinklered buildings and 24" in non-sprinklered buildings..
			Non-Exit doors that may be mistaken exits need signs reading "NOT AN EXIT" or "STOREROOM", "RESTROOM", etc.
			Exit doors must be able to be opened from inside without a key, special knowledge, or effort.
			Combustible storage is not allowed in mechanical rooms, electrical rooms, boiler rooms, or under stairwells.
			If lighted exit signs are provided, do the lights work?
			If lighted exit signs are provided, press the test button on the sign to see if the back-up light works.
			If emergency lighting is provided, press the test button to see if it works.
			Are cabinets, furniture, and equipment taller than 4' braced to prevent tip-over during an earthquake?
			Are all chemical containers labeled ?
			Are chemical waste containers in good condition and tightly capped (no funnels) except during use?
			Are compressed gas cylinders stored upright and secured to a rigid structure?
			Cylinder valves must be closed and valve caps in place when cylinders not in use.
			Are work areas swept & cleaned and trash removed on a daily basis?

Fire Extinguishers

			Must be located within 75' travel distance.
			Must be hung on a wall (not more than 5' off the ground) or placed in a cabinet.
			Must be inspected by a licensed technician annually. (Check the inspection tag - good for 1 year from date on tag)
			Check to make sure the pressure gauge is in the green zone.
			Is the safety pin in place and secured?

Flammable Storage

			Flammable storage cabinets shall be used to if there are more than 10 gallons of class I or II liquids or inside the room.
			Flammable cabinets shall be used if there is more than 60 gallons of combustible liquids stored inside buildings.
			No individual container shall exceed 5 gallons capacity and not over 120 gallons shall be stored in any one cabinet.
			All flammable liquids shall be stored in approved safety cans with signage indicating the type of liquid.
			Flammable storage must be kept at least fifty (50) feet from open flames or other heat sources.
			Oily or grease-laden rags must be kept in metal self-closing containers.
			Class I and II liquids shall not be dispensed by gravity from tanks, drums, barrels, or similar containers.

Electric Panels

			Must be accessible to the occupants in an emergency.
			Must be unobstructed 36 inches in front of and in all directions around the panel.
			Must have the panel cover and panel door securely in place and closed.
			Must have all breakers and main switches clearly marked as to the equipment/area that they control.
			Must be identifiable as an electrical panel. Do not cover or paint electrical panels to match the wall, etc.
			Panels must not have any open breaker slots.

Extension Cords

			Extension cords shall not be used in place of permanent wiring (not used for more than 90 days). Use power strip instead.
			Extension cords shall not extend through walls, ceilings, floors, under door, or floor coverings.
			Power strips shall be UL listed, directly plugged into permanently installed receptacle, and not daisy-chained together.
			Do not use cords with frayed or damaged wiring.

Outlets

			Cover plates must be in good condition and securely fastened to the outlet box.
			A Ground Fault Circuit Interrupter (GFCI) should be used when outlet is located within six (6) feet of a water source

Portable Space Heaters

		The heater must have an automatic safety switch that turns off the unit if it is tipped over.
		Units must be grounded and UL approved.
		Power cords must be in good shape. If there are any defects in the cord or unit, DO NOT USE.
		Heaters must be plugged into a wall receptacle or power strip. Do not use an extension cord.
		Never leave the unit on while you are out of your office. Always check the unit before leaving your office for lunch or at the end of the day and make sure it is shut off.
		Units must remain at least three feet from combustible materials, such as papers, magazines or office furniture.
		Do not place the heater in or near wet areas or in high traffic areas, such as exit ways.
		Before operating the heater, always read and follow the manufacturers operating instructions.
		NEVER USE SPACE HEATERS IN AN AREA WHERE FLAMMABLE VAPORS MAY BE PRESENT

NOTES:

Ensure work orders are submitted for items that need to be fixed by Maintenance.

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