

AgriLife Environmental Health and Safety
Fire and Life Safety Inspection Form

1. EXTERIOR

- Fire department connection blocked (weeds, bike racks, shrubs, bushes) (IF APPLICABLE)
- Post indicator valve closed, missing wrench (IF APPLICABLE)
- Fire hydrant - damaged threads, obstructed, needs no parking zone
- Building exit(s) blocked
- Ramp(s) blocked by bicycles
- Guard rails/hand rails missing, damaged or not secure
- Other _____

2. EXITS/MEANS OF EGRESS

- Evacuation routes not posted or practiced
- Storage in exit corridors/exit stairways
- Exit access obstructed (interior)
- Exit doors locked during working hours
- Exit door does not open properly
- Double Keyed deadbolt on door lock
- Exits not properly marked
- Guard rails/hand rails missing, damaged or not secure
- Floor designations missing in stairwells (buildings over 4 floors) (IF APPLICABLE)
- Other _____

3. EXITS/EMERGENCY LIGHTING

- Exit lights out or not working properly
- Exit signage damaged or deteriorated
- Exit signage not directing to the escape route
- Emergency exit route not marked (exit sign installation required)
- Lights out in stairways or hallways
- Emergency lighting not functioning/properly hardwired
- Panic hardware/fire exit hardware damage or missing

4. IDENTIFICATION

- Roof access not properly identified
- Mechanical room not properly identified
- Custodial room not properly identified
- Room/Lab not properly identified
- Maximum occupancy postage (recommended)
- Emergency information not posted (laboratories/chemical storage areas/pesticide storage areas)

5. ELECTRICAL

- Electrical cord(s) present tripping hazard
- Extension cords used as permanent wiring
- Extension cords cracked, broken insulation, missing ground

- Improper use of extension cord/in use above ceiling tile
- Multiple adapters without GFCI breaker in use
- Non-GFCI receptacle within 6' of wet area
- Power strips connected in series
- Electrical outlet/switch plate cover is missing or damaged
- Electrical outlet visibly damaged
- Electrical outlet overloaded
- Electrical junction box cover missing
- Panel blanks missing
- Panel box cover lock damaged, broken or missing
- Panel box cover missing
- Panel access obstructed
- Breakers locked in ON position
- Generator not accessible (IF APPLICABLE)
- Exposed wiring visible
- Light strings pinched in ceiling tiles
- Light strings stapled or tacked
- Inadequate emergency shutoff equipment
- Improper Lock Out/Tag Out procedures
- Other _____

5. STORAGE OF MATERIALS

- Storage within 18" of sprinkler heads (IF APPLICABLE)
- Storage within 24" of ceilings
- Storage in mechanical rooms/electrical closets
- Excessive storage of combustible materials/storage near open flame/heat source
- Maximum allowable quantity of flammable liquids exceeded
- Flammable liquids not stored in flammable liquid storage cabinet
- Improper venting of flammable liquid storage cabinet
- Duct on flammable liquid storage cabinet made of non-approved material
- Flammable stored in household refrigerator, freezer or walk-in cooler
- Improper labeling and dating of chemicals (primary and secondary) – including drums and ASTs
- Storage of chemicals above eye level
- Chemicals stored on floor
- Damage, leaking or deteriorating chemical containers
- Improper accumulation of chemicals
- Improper chemical segregation
- Storage of old chemicals/lecture bottles
- Improperly labeled chemical waste
- Improperly secured compressed gas cylinders
- Improper storage of propane gas cylinders
- Other _____

6. FIRE DETECTION EQUIPMENT

- Fire alarm panel obstructed or damaged
- Fire alarm panel not properly secured
- Pull alarms stations obstructed or damaged
- Smoke/heat detectors damaged/ obstructed

- Smoke/heat detector equipment required
- Fire alarm notification device obstructed or damaged
- Other _____

7. FIRE SUPPRESSION EQUIPMENT

- Fire extinguishers missing or not properly installed
- Fire extinguishers obstructed or damaged
- Fire hose cabinet/standpipe connection obstructed or damaged (IF APPLICABLE)
- Sprinkler valves not accessible (IF APPLICABLE)
- Sprinkler head/spray pattern obstructed (IF APPLICABLE)
- Sprinkler escutcheon missing (IF APPLICABLE)
- Fire department connection caps not in place (IF APPLICABLE)
- Fire department connection not labeled (IF APPLICABLE)
- Fire department connection obstructed (IF APPLICABLE)
- Fire pump control panel obstructed (IF APPLICABLE)
- Hood and duct extinguishing system not in working order (IF APPLICABLE)
- Hood and duct extinguishing system grease laden/ in need of cleaning (IF APPLICABLE)
- Other _____

8. FIRE AND SMOKE SPREAD

- Ceiling tiles missing, not in place or damaged
- Penetrations in floor, wall or ceilings not properly fire stopped (filled in with fire retardant)
- Conduit is not properly fire stopped
- Fire doors blocked open
- Fire doors not closing or latching properly
- Fire dampers blocked open
- Other _____

10. HAZARD CONTROL

- Safety guards missing, not in place, or damaged
- Oil on floors
- Other slip or trip hazard
- Evidence of smoking in building
- No Smoking Signage required
- HVAC duct/vent obstructed
- Light cover or bulb missing or needs replacement
- General housekeeping needed
- Possession of restricted candles, incense burners, oil lamps or similar item with open flame
- Emergency safety shower and/or eyewash station access obstructed
- Portable heater auto shutoff protection (recommended)
- Other _____

12. OTHER

- Laboratory door kept open
- Bunsen burner tube deteriorated
- Bunsen burner used in BSC
- Other _____

11. INSPECTION DATES (IF APPLICABLE)

- Hydrants (annual)
- Firehose (annual)
- Fire extinguishers (monthly visual inspection, annual maintenance inspection, and 5-6 hydrostatic testing, if applicable)
- Sprinklers (annual)
- Standpipes (annual)
- Fire alarm system (annual)
- Elevators (annual)
- Fixed extinguishing systems (annual)
- Emergency generators (annual)
- Boilers (power generation – annual, hot water heat – 2yrs)
- Natural gas (residence – 2yrs, other – 5 yrs)
- Emergency safety shower (annual)
- Fume hood (annual)
- AED Equipment (daily visual inspection, monthly and annual maintenance inspection)