

Monthly Fire and Housekeeping Inspection Checklist

Exterior Review

Date:	Monthly	Quarterly	Annually	Yes	No	N/A	Update
Do buildings with locked doors or fire doors have emergency exits?							
Review signs for fire and emergency equipment and emergency exits?							
<ul style="list-style-type: none"> Is required signage in place, clean and maintained? 							
Wind Sock, if applicable, is it in good working condition?							
Facility Signage Identifying:							
<ul style="list-style-type: none"> All gates/entrances easily accessible? All entry doors All buildings (by address or number/letter) 							
Smoking Areas:							
<ul style="list-style-type: none"> Designated smoking area an adequate distance from all combustibles and structures in accordance with State and Local laws and regulations? Consider providing a self-extinguishing device and employee use 							
<i>The above is directly from the 'Plan'. Below are additional items for consideration.</i>							
Address clearly marked (5-inch letters, contrasting background, visible from road)?							
Emergency contact names and numbers posted at the property key entry points?							
All combustible materials (dumpsters, trash, pallets, tires, etc.) stored at least 5 feet from building openings and overhangs?							
Gas meters and piping (within 8 feet of public drive) protected from vehicular traffic?							
Fire hydrant(s) protected from damage and accessible and water supply is adequate?							
Adequate access to all buildings and areas for fire apparatus?							
Fire lanes posted and no less than 34 feet wide?							
Onsite fuel tanks adequately protected and labeled properly?							
Adequate fire extinguisher(s) placed by fuel tanks and charged (annual inspection)?							
Knox Box System present?							
Knox Box System keys and information up to date?							
Vegetation is managed around buildings to minimize fire fuel sources?							
Pallets and other combustible items not stored up against or higher than the building.							
Buildings clearly identified with signage at least 2' x 2' and contrasting numbers/letters?							
Roof access identified with signage?							

Material Management Review

Date:	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Annually <input type="checkbox"/>	Yes	No	N/A	Update
Assess Pile Management (per plan) including the following:							
<ul style="list-style-type: none"> Do material piles have adequate distance apart and drive aisles for emergencies? Do material piles have an acceptable height for firefighting access? Are possible ignition sources and flammable materials kept separate from piles? Are proper fire extinguisher and other fire suppression supplies close by pile? Assess and eliminate surplus of hazardous and flammable materials (i.e. compressed gas cylinders, tires, batteries, pallets, etc.) Assess inbound source-control plan 							

The above is directly from the 'Plan'. Below are additional items for consideration.

Interior Review



Date:	Monthly	Quarterly	Annually	Yes	No	N/A	Update
Assess 'Combustible Dust Hazard' plan							
• Dust and combustible debris not building up on surfaces and vent systems?							
Exit signs and emergency lights operational?							
Exit signs and emergency lights batteries in acceptable condition, if applicable?							
Exit signs and emergency lights on generator back-up and load tested, if applicable?							
All exit doors properly identified, operable, free of obstructions and unlocked during hours of operation?							
Aisles and exits free from obstructions?							
At least two clearly marked exits for areas, if applicable?							
Stairwells free of combustible storage?							
Fire doors self-closing and self-latching?							
Fire doors not propped open or blocked?							
Inside storage of flammable or combustible liquids limited so that not more than 120 gallons of such liquids are stored in any one cabinet and not more than three cabinets located in the same storage area?							
Trash cans and other refuse containers dumped regularly?							
Compressed gas cylinders stored and secured properly?							
All extinguishers (per map) identified, inspected and accessible?							
No permanent use of extension cords or overloaded electrical outlets?							
Oxygen and acetylene stored separately or divided wall separating them?							
Fire Suppression Review							
Fire department connection (FDC) easily accessible and three-foot clearance?							
Fire department connection (FDC) clearly marked with sign?							
Fire suppression room identified with signage?							
Fire sprinkler control valves accessible (3 feet)?							
All valves open and locked?							
Fire suppression system inspections completed and documented on tag?							
Sprinkler heads have at least 18 inches clearance from storage							
Fire resistive construction free of penetrations and in good condition?							

