

FIRE WARDEN'S INSPECTION CHECK LIST

DATE: _____ **BLDG:** _____

	INSPECTION TASK	YES	NO
1.	Are Fire Bills posted and fire reporting phone stickers on all telephones?		
2.	All rooms including storerooms, clean and neatly arranged?		
3.	Is there any accumulation of waste material or rubbish in or around the building?		
4.	Are oily waste, rags, greasy and combustible materials kept in self-closing metal containers and plainly marked?		
5.	Are there any broken windows, holes in walls, flooring, or similar defects that would contribute to the spread of fire?		
6.	Are all hallways, aisles, and passageways well lighted and clear of obstacles? Are fire exits and passageways blocked by recycling cans?		
7.	Are fire doors equipped with fusible links; are they unobstructed?		
8.	Are all exit and fire doors and their equipment operating properly?		
9.	Is a minimum of 18 inches clearance being maintained between stores supplies and light fixtures, sprinkler heads, steam pipes; 36 inches from roof truss or beams?		
10.	Are all electrical appliances in safe operating condition and U.L. approved?		
11.	Are there any broken electrical sockets, wall outlets, switches, or faulty fixtures? (if so, has Public Works been notified?)		
12.	Are there defective wiring, loose connections, or broken parts on the appliance which may constitute a fire hazard?		
13.	Are all electrical appliances, motors, and switches free from excessive grease, lint, and dust?		
14.	All electrical cords in a safe (not frayed, spliced, deteriorated, or overloaded) operating condition? (Extension cards SHALL NOT be used for permanent wiring)		
15.	Are there suitable approved butt cans for emptying ash trays and smoking materials in areas where smoking is permitted?		
16.	Are waste paper baskets inspected for violations of emptying ash trays in them?		
17.	Are NO SMOKING signs placed at all entrances to buildings and areas in which smoking is prohibited?		
18.	Are smoking areas properly designated by the command and conspicuously posted in buildings and areas where smoking is restricted?		
19.	Perform safety check daily to ensure all fire extinguishers are in proper place, unobstructed, seals unbroken, and in operative conditions? (First of each month, perform quick check, initial and date (month and year) extinguisher tags.)		
20.	Are all building modifications and alteration projects properly coordinated with Public Works and Fire Department?		
21.	Are illuminated exit signs in working conditions and are adequate exit signs posted?		
22.	Are all BBQ'S and LP-Gas Tanks stored outside of the building in approved cages?		
23.	Are all bags of Charcoal stored outside of buildings in dry areas?		
24.	Is gasoline and other flammable liquids stored in proper containers and stored in flammable lockers outside of building?		

Fire Warden