

SAFETY INSPECTION CHECKLIST

PARISH _____

BUILDING _____

FIRE SAFETY	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
BUILDING EQUIPPED WITH:						
Pull station fire alarms						
Heat or smoke detectors at exits, stairs and sleeping areas and at heat source						
Fire extinguishers-class B in furnace room and storage areas-class C near electrical equipment-class B-C in kitchen						
Fire ext. checked in last 12 months						
Occupants aware of fire ext. locations						
Fire hoses in good condition						
Do fire hoses have water immediately available						
Heat and smoke detectors wired to central alarm						
Periodic fire drills held						
No accumulation of materials under stairs						
No accumulation of materials in basement						
No accumulation of material in crawl space						
No accumulation of material in boiler room						
No accumulation of material in attic						
Flammable or hazardous chemicals stored away from heat and in proper containers						
Range hoods and exhaust clean						
Grease ducts and deep fryers equipped with automatic fire suppression and fire detectors						

MEANS OF EGRESS	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Hallways, corridors and stairs:						
Free from debris						
Free from obstructions						
Exit doors properly operating panic hwdr						
Doors have padlocks or deadbolts						
Exit doors open outwards						
Exit doors marked with exit illuminated signs						
Hallways, corridors and stairs illuminated with exit signs						
Windows operable and means of egress						
Fire escapes clearly accessible						
Exit paths clear to exit doors and windows						
Fire escapes clear and secured to building						

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BUILDING INTERIOR STAIRS	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Kept clear						
Are they bouncy						
Cover on treads and landings worn						
Continuous railing on one side of stairway						
Railings broken or weak						
Ballusters broken, loose or missing						
Railings for balconies or lofts are secure						

EMERGENCY PROCEDURES	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Are assembly areas posted for occupants						
Written plan of safe egress						
Attachments to building secured						
First aid equipment available						
Emergency phone numbers conspicuous						
Plan or initial firefighting						
Are roadways, parking area deteriorated						
Snow plowing plan in effect						
Ice melting plan in effect						
Stop, no parking and fire lanes unobstructed						
Parking area illuminated						
Emergency vehicle access to building						
Fire hydrants visible and accessible						

PEDESTRIAN AND PLAYGROUND SAFETY	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Walkways, steps and ramps:						
Kept clear of limbs, snow and ice						
Have uneven surfaces						
Have cracks or are hazardous						
Adequately illuminated						
Have non skid surfaces						
Have safe handrails						
Play areas blocked when not in use						
Play areas free of glass, holes, debris, etc.						
Play equipment well maintained						

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BOILER AND FURNACE ROOMS	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Boiler and furnace room protected with:						
Fireproof walls ceilings and doors						
Are they vented						
Supplied with combustion air						
Free of gas odors and foul air						
Free of stored material						
Has emergency shutdown switch for burner						
Filters are changed and clean						
Grills are cleaned						
Carbon monoxide alarms are in use						

ELECTRICAL EQUIPMENT	DATE	INIT	COMMENTS	DATE	INIT	COMMENTS
Transformers, fans and other electrical equipment protected with adequate safety						
Electrical equipment in proper working order						
Do fuses or breakers trip or blow often						
Replacement fuses available						
Building wiring in good condition						
Any faulty electrical fixtures						
Do wires supplying appliances:						
Show fraying						
Show splits						
Show bare spots						
Do electrical outlets, boxes or switches have covers						
Do outlets feel hot to the touch						
Do all switches operate properly						
Are there any defective outlets						
Any outlets with four or more items plugged in						
Extension cords over 6 feet						
Extension cords that are hot or even warm						
Do cords run under carpet or rugs						
Do cords cause tripping hazard						