

Fire-Life Safety Survey Report (sample)

Survey date:

Inspector:

Building coordinator:

Responsible parties (RP's) and departments:

YES are acceptable conditions, NO are unacceptable conditions, NA are items that do not apply or were not able to be verified during the visit.
 FS = Referred to Facilities Services OCC = Referred to Occupant

See question explanations at www.ehs.washington.edu/fire-life-safety-survey-explanations

#	Yes	No	N/A	Item	Comments	Referred To (OCC or FS)	Date
Administration							
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The building has a current and up to date evacuation plan (FSEP or EEOP).		Responsible department	
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A scheduled regular fire drill has been completed within the last year or as otherwise required.		Responsible department	
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All evacuation maps and signs are current and conspicuously posted.		Responsible department	
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All fire code permits are in place, including those for hot works.		Responsible department	
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The building has visible address numbers on the outside of the building.		Responsible department	
Housekeeping							
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage of combustible materials is kept neat and orderly.		Responsible department	
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boiler rooms, mechanical rooms, and electrical rooms are free of combustible storage.		Responsible department	
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustible materials are kept at least three feet away from baseboard heaters, space heaters, and other sources of ignition.		Responsible department	
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oily rags are in proper containers that are emptied regularly.		Responsible department	
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust and lint collection systems are functional, maintained, and services as applicable and adequate to prevent build-up.		Responsible department	
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire department access roads, hydrants, and fire department connections are visible and unobstructed.		Responsible department	
Storage-Seismic Safety							
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are at least 18 inches of clearance between storage and fire sprinklers or 24 inches clearance between storage and ceiling for unsprinklered buildings.		Responsible department	
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tall bookcases, refrigerators, freezers, and tall cabinets in the exit path are secured.		Responsible department	
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All shelves holding chemicals or other hazardous items have lips or other means to prevent items from falling.		Responsible department	
Electrical							
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All electrical cords are in good condition and there is no use of extension cords as permanent wiring. Equipment with motors, heaters, and other high amperage needs are plugged directly into a wall receptacle.		Responsible department	
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extension cords and power strips are appropriate for the load and are not daisy-chained to each other.		Responsible department	

Survey#

Building:

#	Yes	No	N/A	Item	Comments	Referred To	Date Corrected
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are at least 3 feet of clearance in front of all electrical panels.		Responsible department	
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are no open junction boxes or exposed electrical wiring.		Responsible department	
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All electrical panels have a panel cover/door placed on them		Responsible department	

Entrances, Emergency Exits, Stairs, Hallways, Corridors

20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Corridors and exits are kept free of obstructions and hazardous materials/processes in accordance with UW Corridor Policy.		Responsible department	
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit pathway and emergency lights are maintained.		Responsible department	
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit signs are illuminated, in good repair, and exit sign faceplates indicate the correct direction of exit.		Responsible department	

Doors

23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Doors are kept closed and not propped open.		Responsible department	
24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All roof access doors and hatches are locked.		Responsible department	
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire doors and their hardware are properly arranged and maintained.		Responsible department	
26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire rated walls and floor/ceiling assemblies are properly maintained.		Responsible department	

Hazardous Materials, Chemical Storage (exclusive of labs and shops)

27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous materials storage cabinets are properly labeled and in good condition.		Responsible department	
28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flammable liquids are stored in cabinets or approved containers as required by fire codes.		Responsible department	
29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All hazardous material containers are clearly labeled with their contents and primary hazards.		Responsible department	
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incompatible hazardous materials are segregated when in storage		Responsible department	
31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All hazardous materials are entered into MyChem, inventories have been reviewed and updated within the last year, and the Fire Code maximum allowable quantity (MAQ) is not exceeded.		Responsible department	

Compressed Gasses

32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compressed gas cylinders are properly secured and labeled.		Responsible department	
33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Protective valve caps are secured on compressed gas cylinders when not in use and during transport.		Responsible department	
34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incompatible compressed gas cylinders are stored separately.		Responsible department	

Fire Extinguishers

35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers are available, unobstructed, and accessible.		Responsible department	
36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers have been serviced, are fully charged, mounted, free of defects, appropriate for the risk, and adequately sized/rated.		Responsible department	

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Building:

#	Yes	No	N/A	Item	Comments	Referred To	Date Corrected
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Eyewashes, Safety Showers

37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eyewashes and safety showers are unobstructed and accessible.		Responsible department	
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38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eyewash/safety showers are maintained and routinely tested.		Responsible department	
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Sprinkler and Standpipe Systems

39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler piping and heads are free of foreign material and nothing is hanging from or attached to them.		Responsible department	
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40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire protection systems are serviced and maintained.		Responsible department	
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41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accessible sprinkler system control valves are secured or provided with tamper switches.		Responsible department	
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Fire Alarm System

42	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manual pull stations are clearly labeled, unobstructed, and accessible.		Responsible department	
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43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The fire alarm system has been maintained and does not show any troubles, alarms, etc.		Responsible department	
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44	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The room containing the fire alarm panel has a sign posted outside the room indicating the location of the panel.		Responsible department	
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Miscellaneous

45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seismic shut off valves are provided for the building's gas lines.		Responsible department	
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