

## SELF-INSPECTION FORM FOR BUILDING & GROUNDS

**IMPORTANT:** Periodic inspection of your organization's buildings and grounds can alert you and your maintenance staff to hazards which may cause damage and accidents to your buildings and those who use it. This form is provided for periodic self-inspection and is recommended for use on a quarterly basis to assist you in discovering hazards before an accident can occur. Correct all negative conditions immediately.

This self-inspection form does not intend to point out all hazards and exposures which may be found at your building. It is intended to be used as a guide to highlight major areas of exposure which are common to most emergency service organization buildings. The use of this form does not warrant that all hazards will be found and corrected.

**INSTRUCTIONS:** Please check Yes, No or NA (not applicable) answers to all questions below. All "No" answers indicate an area of **unsatisfactory conditions** and comment regarding same should be made in the space provided on the back of this form. Use a separate sheet for each building.

**NAME OF ORGANIZATION:** \_\_\_\_\_

**BUILDING LOCATION:** \_\_\_\_\_

(Street Number)

(City)

(County)

(State)

(Zip Code)

**NAME OF INSPECTOR:** \_\_\_\_\_ **DATE OF INSPECTION** \_\_\_\_\_

\* \* \*

### GROUNDS

1. Are parking areas, walkways, stairs, driveways, etc. free from conditions that may cause slipping or falling?  
 YES     NO     NA
2. Is exterior lighting adequate in all areas?  
 YES     NO     NA
3. Are all exterior stairs provided with handrails which are in good condition?  
 YES     NO     NA
4. Are exterior fire escapes in good condition?  
 YES     NO     NA
5. Is exterior storage of trash and rubbish at least 25 feet away from the building?  
 YES     NO     NA

(reference-NFPA #101 Life Safety Code)

### HEATING AND AIR CONDITIONING EQUIPMENT

1. Has heating equipment been thoroughly inspected by a qualified individual within the past year?  
 YES     NO     NA    Service Date \_\_\_\_\_
2. Is heating equipment (including flues and pipes) properly insulated from combustible materials?  
 YES     NO     NA
3. Are heating and air conditioning equipment rooms free of storage?  
 YES     NO     NA
4. Are heating and air conditioning rooms restricted areas?  
 YES     NO     NA
5. Is air conditioning equipment cleaned and serviced annually?  
 YES     NO     NA

### INTERIOR DOORS AND STAIRWAYS

1. Are all exit doors properly marked?  
 YES     NO     NA
2. Are all exit doors easily accessible?  
 YES     NO     NA
3. Do all exit doors open outward?  
 YES     NO     NA
4. Are all exit doors equipped with panic hardware?  
 YES     NO     NA
5. Are all doors easily opened and closed?  
 YES     NO     NA
6. Are all doorways and areas adjacent to them free of obstructions?  
 YES     NO     NA
7. Are full length, clear glass doors and windows properly identified?  
 YES     NO
8. Do all interior stairs have anti-slip treads?  
 YES     NO     NA
9. Are stairway and exit doors kept closed at all times?  
 YES     NO     NA
10. Do all interior stairways have properly secured hand rails?  
 YES     NO     NA
11. Are interior stairways kept free of storage and obstructions?  
 YES     NO     NA
12. Are interior stairways properly lighted?  
 YES     NO     NA
13. Is the emergency lighting system tested on a monthly basis?  
 YES     NO     NA
14. Is the emergency power generator tested on a weekly basis?  
 YES     NO     NA

### ELECTRICAL EQUIPMENT & CONTROL PANELS

1. Has the electrical system been inspected within the past ten years by a certified electrician or electrical inspector?  
 YES     NO     NA
2. Are electrical panels kept closed?  
 YES     NO     NA
3. Are electrical panels kept clear of storage and obstructions?  
 YES     NO     NA
4. Is circuitry adequate to handle load demand (not requiring frequent fuse replacement or circuit breaker resetting)?  
 YES     NO     NA
5. Was electrical system installed by a competent electrician?  
 YES     NO     NA
6. Is electrical system regularly maintained by a competent electrician?  
 YES     NO     NA
7. Are all electrical appliances properly grounded and cleaned?  
 YES     NO     NA
8. Are electric motors adequately ventilated to prevent overheating and are they cleaned regularly?  
 YES     NO     NA
9. Are proper size electrical cords used and are they in good condition?  
 YES     NO     NA

(reference-NFPA #70 National Electric Code)

**KITCHEN EQUIPMENT-COMMERCIAL TYPE**

NA – Section

1. Is all commercial cooking equipment properly protected?  
 YES     NO     NA
2. Is hood and duct exhaust system installed properly?  
 YES     NO     NA
3. Are grease filters U.L. listed for grease extraction and installed properly?  
 YES     NO     NA
4. Are the hood and duct systems clean (at least on a semi-annual basis)?  
 YES     NO     NA
5. Are the kitchen appliances protected with an automatic fire extinguishing system?  
 YES     NO     NA
6. Is the fire extinguishing system serviced and inspected at least on a semi-annual basis?  
 YES     NO     NA

(reference-NFPA 96)

**HOUSEKEEPING**

1. Are storage and supply rooms kept clean and orderly?  
 YES     NO     NA
2. Are trash and rubbish stored in metal containers?  
 YES     NO     NA
3. Are all flammable items (paint, lacquer, paint thinner, etc.) kept in safety containers and stored in approved metal cabinets?  
 YES     NO     NA
4. Are compressed gas cylinders properly secured?  
 YES     NO     NA
5. Are only non-flammable cleaning agents used throughout the entire building?  
 YES     NO     NA
6. Is ready disposal of combustible wastes provided?  
 YES     NO     NA
7. Are areas used for public meetings or other functions always thoroughly checked before securing?  
 YES     NO     NA
8. Are rags, cloths, etc. used in cleaning stored in an approved, self-closing metal container?  
 YES     NO     NA

**ROOF**

1. Roof inspection completed within the past 6 months?  
 YES     NO

Date completed: \_\_\_\_\_

**FIRE EXTINGUISHERS**

1. Are all the fire extinguishers tagged, serviced and inspected annually?  
 YES     NO     NA
2. Are all fire extinguishers tagged with latest service record and inspection date?  
 YES     NO     NA
3. Are fire extinguishers located within 75 feet from any point on each floor?  
 YES     NO     NA
4. Are extinguishers properly protected from damage and freezing?  
 YES     NO     NA

(reference NFPA #10)

**FIRE/SMOKE DETECTION**  NA – Section

1. Is building protected with smoke/heat detection system?  
 YES     NO     NA
  2. Is smoke/heat detection system tested and inspected on a quarterly basis?  
 YES     NO     NA
- (reference NFPA #72E)

**AUTOMATIC SPRINKLERS**  NA – Section

1. Is there a two inch drain test performed on the sprinkler system on a quarterly basis?  
 YES     NO     NA
2. Gauge Readings: \_\_\_\_\_ City \_\_\_\_\_ System (Air / Water)  
Circle one

**CLEAN AGENT EXTINGUISHING SYSTEMS**

NA – Section

1. Has the system been inspected by a qualified person in the past 12 months?  
 YES     NO    Date: \_\_\_\_\_
2. Gauge Reading: \_\_\_\_\_

**COMMENTS:** (If an explanation is needed for the above questions, please comment below. If any "NO" block is checked, indicate action taken and date to be corrected.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ITEM	ACTION TAKEN:	CORRECTION BY:	DATE CORRECTED: