

## Attachment A

### MONTHLY FIRE AND LIFE SAFETY INSPECTION CHECKLIST FOR BUILDING COORDINATORS

BUILDING \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

Performed By: \_\_\_\_\_

#### **I. EXITS**

1. Are corridors/hallways clear of all obstructions?  Yes  No
2. Are stairwell/stairways clear of all obstructions?  Yes  No
3. Are the electrically illuminated exit signs working (lighting)?  Yes  No
4. Are exit stairwell doors (fire doors) being kept closed?  
*(The exception is if rated fire door is held open by an electromagnetic door holder activated by the fire alarm system.)*  Yes  No
5. Can interior exit doors be opened in one motion and without use of a key or special knowledge or effort?  Yes  No

#### **II. FIRE AND LIFE SAFETY DEVICES/EQUIPMENT**

1. If your building has a fire alarm system, are the pull stations visible (no obstructions placed in front of pull stations)?  Yes  No

#### **III. STORAGE ROOMS**

1. Are storage rooms being kept in a neat and orderly manner?  Yes  No

#### **IV. FIRE HAZARDS**

1. Are extension cords being used instead of permanent wiring?  Yes  No
2. Are any covers on electrical devices (outlets, junction boxes, etc.) missing or any electrical wires exposed?  Yes  No
3. Are flammable and combustible liquids stored appropriately?  Yes  No

#### **V. EMERGENCY PLANS**

1. Are your building fire prevention and emergency action plans up to date?  Yes  No
2. Is the staff aware of disabled persons in their area who may need assistance out of the building? (i.e. a hearing impaired person may need assistance to advise them of a fire alarm sounding.)  Yes  No
3. Are employees aware of the campus fire alarm evacuation procedures?  Yes  No

#### **VI. AED CHECKLIST (you do not need to open the AED case)**

1. AED present with no sign of damage, clean, and is not beeping.  Yes  No
2. AED Response Kit present and attached to AED.  Yes  No

#### **VII. ELEVATORS**

1. Are elevator emergency phones operating properly?  Yes  No  
(Please call public safety at 439-4480 before testing the phones)

**This inspection report must be completed each month and turned into Health & Safety by the 28<sup>th</sup> of each month. (fax 439-7670, [jee@etsu.edu](mailto:jee@etsu.edu) , or EH&S Box 70653)**