

# Life Safety Evaluation Checklist

## Access & Premises

- Are the address numbers for the building clearly visible from the street?
- Is the exterior fire department access unobstructed? (Are fire lanes blocked, allies free from debris?)
- Is there any combustible vegetation that needs removal so as to not create a fire hazard?
- Is there a maintained minimal 7'6" clearance around fire hydrants?

## Egress

- are the exit ways and doors easily recognizable, unobstructed, and maintained functional?
- If the main exit door is provided with key-locking hardware as allowed by code, is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED DURING BUSINESS HOURS"?
- Are the other required exit doors readily operable from the inside without the use of a key or special knowledge or effort?
- Are the exits and exit enclosures (hallways & stairwells) free from the storage of combustible materials?
- Are doors with self-closing hinges maintained in the closed position (not blocked open)?

## Electrical

- Are all electrical outlets, switches and junction boxes properly covered with cover plates and is the electrical system safe from any apparent shock and/or other electrical hazards?
- Are circuit breakers/fuses labeled so as to identify the area protected?
- Is the area maintained clear at least 30" in front of electrical panel(s)?
- Are extension cords used only for temporary use?
- Are extension cord(s) of heavy-duty construction, maintained in good condition, and only used as temporary wiring, or to service small portable appliances?
- Are extension cord(s) grounded when serving grounded appliances?
- Are extension cord(s) plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multi-plug extension cord(s), serve only 1 portable appliance?
- Is the amperage rating of the extension cord(s) greater than the rated capacity of the portable appliance supplied by the cord(s)?
- If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle?

### **Emergency Lighting**

- If emergency lighting is provided, is it maintained in operable condition?
- Is the exit illuminated when the building or structure is occupied?

### **Exit Signs**

- If exit signs are required, are they maintained illuminated or self luminous?
- Does the backup-battery work (push the test button and the exit sign should illuminate under battery power)?

### **Fire Alarm System**

- If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company? (Who & when)

### **Fire Drills**

- If fire drills are required, are they conducted successfully at varying times and under varying conditions and are records maintained on the premises?
- If required, are Evacuation Plans posted?
- If required, do you have Fire Safety Plans?

### **Fire Extinguishers**

- Is there access to fire extinguisher(s) rated minimum 2A-10BC? (Located on label)
- Is the travel distance from all portions of the building less than 75' to a fire extinguisher?
- Are all fire extinguishers visible and accessible (not blocked)?
- Have the fire extinguisher(s) been serviced and tagged by a fire extinguisher company within the last 12 months?
- Are the fire extinguisher(s) properly mounted?  
*(Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted maximum 5' high if <40 lbs., maximum 3 ½' high if >40 lbs. In all cases, a minimum of 4" above the ground).*

### **Fire/Smoke Separations**

- Are the fire/smoke separations (automatic smoke doors, fire doors, fire walls, etc.) maintained and in working condition?

### **Fire Suppression Systems**

- Is the top of storage maintained a minimum of 18" below sprinkler head deflectors in fire-suppression areas?
- If the building is equipped with a fire sprinkler system, has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company?

- In commercial cooking applications, has the hood suppression system been serviced in the last 6 months and is the hood cleaned at intervals to prevent the accumulation of grease?

### **Heat Producing Appliances**

- If portable electric heaters are used, are they plugged directly into wall outlets and kept a minimum of 3' away from combustibles?
- Unvented fuel-fired heaters, other than gas spaced heaters in compliance with NFPA 54, *National Fuel Gas Code*, shall not be used. [NFPA 101, chapter 28.5.2.2; [NFPA 101, chapter 29.5.2.2]
- Is the clearance between ignition sources, such as light fixtures, heaters, and flame producing devices, and combustible storage maintained in an approved manner?

### **Housekeeping**

- Is combustible rubbish that is stored in containers outside of vaults or rooms removed from the building a minimum of once each working day?
- Are oily rags or similar materials stored in metal, metal-lined or other approved containers equipped with tight-fitting covers?
- Are combustible decorations flame retardant?

### **Mechanical Hazards**

- Is the venting for exhaust products of combustion in good working order for gas appliances (like water heaters, furnaces, etc.)?
- Are safe clearances of 18" maintained between gas fired appliances (such as water heaters, furnaces, etc.) and combustible materials?

### **Smoke Detection**

- If smoke detection is required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified service company?

### **Storage of Combustibles**

- Is the storage of combustible materials orderly?
- Are combustible materials not stored beneath the building or structure?
- Are the boiler rooms, mechanical rooms and electrical panel rooms maintained without the storage of any combustible materials within?
- Are rubbish containers over 5 1/3 cubic feet (40 gallons) provided with lids and made of noncombustible construction?
- Are dumpsters that are 1.5 cubic yards or more not stored inside the building and placed more than 5' from combustible walls, openings or combustible roof eave lines?

### **Storage of Compressed Gas**

- If you have compressed gas containers (such as CO<sub>2</sub>, Helium, etc.) are they chained to prevent falling?

### **Storage of Flammable & Combustible Liquids**

- Are quantities in excess of 10 gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored in liquid storage cabinets?

### **Storage of Hazardous Materials**

- The storage, arrangement, protection, and quantities of hazardous commodities shall be in accordance with the applicable portions of the following:
  - (1) NFPA 13, *Standard for the Installation of Sprinkler Systems*
  - (2) NFPA 30, *Flammable and Combustible Liquids Code*
  - (3) NFPA 30B, *Code for the Manufacture and Storage of Aerosol Products*
  - (4) NFPA 230, *Standard for the Fire Protection of Storage*
  - (5) NFPA 430, *Code for the Storage of Liquid and Solid Oxidizers*
  - (6) NFPA 432, *Code for the Storage of Organic Peroxide Formulations*
  - (7) NFPA 434, *Code for the Storage of Pesticides*
  - (8) NFPA 1124, *Code for the Manufacture, Transportation, Storage, and Retail Sales of Fireworks and Pyrotechnic Articles*