

## Fire Prevention Inspection Checklist

### *Housekeeping and Maintenance*

	<b>No</b>	<b>OK</b>
1. "No Smoking" signs posted	<input type="checkbox"/>	<input type="checkbox"/>
2. "No Smoking" regulations observed.	<input type="checkbox"/>	<input type="checkbox"/>
3. Flammable liquids safely stored in approved containers away from combustibles.	<input type="checkbox"/>	<input type="checkbox"/>
4. Trash/Rubbish removal done on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>
5. All electrical plugs, switches and cords legal and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>
6. Cords are not to be run across doorways or under carpets or mats where they may be stepped on.	<input type="checkbox"/>	<input type="checkbox"/>
7. No extensive use of cords from outlets (octopus).	<input type="checkbox"/>	<input type="checkbox"/>
8. Heat-producing appliances well ventilated.	<input type="checkbox"/>	<input type="checkbox"/>
9. Electrical equipment turned off when not in use.	<input type="checkbox"/>	<input type="checkbox"/>
10. Malfunctioning electrical equipment immediately reported or taken out of service.	<input type="checkbox"/>	<input type="checkbox"/>
11. Areas kept as clean and neat as possible.	<input type="checkbox"/>	<input type="checkbox"/>
12. Materials stacked so as not to tip or fall.	<input type="checkbox"/>	<input type="checkbox"/>
13. Corridors and door ways kept free and clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>

### *Fire and Life Protection Systems*

	<b>No</b>	<b>OK</b>
1. Adequate lighting in corridors, exits, and stairwells.	<input type="checkbox"/>	<input type="checkbox"/>
2. Exit signs illuminate as required (all lights working).	<input type="checkbox"/>	<input type="checkbox"/>
3. Evacuation routes adequately posted.	<input type="checkbox"/>	<input type="checkbox"/>
4. Evacuation signs maintained-none defaced or missing.	<input type="checkbox"/>	<input type="checkbox"/>
5. Fire doors not wedged or blocked open, especially stairwells.	<input type="checkbox"/>	<input type="checkbox"/>
6. Stairwells free of obstacles, storage, debris, etc.	<input type="checkbox"/>	<input type="checkbox"/>
7. Corridors and exits unobstructed (no storage of files, furniture, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
8. Stairwells, corridors, and exits free of trip and slip hazards.	<input type="checkbox"/>	<input type="checkbox"/>
9. Fire detection and alarm systems tested regularly.	<input type="checkbox"/>	<input type="checkbox"/>
10. Fire sprinkler connections and shut off valves visible and accessible.	<input type="checkbox"/>	<input type="checkbox"/>
11. Fire sprinkler heads clean and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>
12. Adequate clearance (3 feet) for all fire extinguishers and hoses.	<input type="checkbox"/>	<input type="checkbox"/>
13. Fire equipment in proper locations and undamaged.	<input type="checkbox"/>	<input type="checkbox"/>
14. Fire evacuation director and assistant positions updated and fully staffed.	<input type="checkbox"/>	<input type="checkbox"/>
15. All occupants instructed on evacuation plan.	<input type="checkbox"/>	<input type="checkbox"/>

CAMP LOCATION \_\_\_\_\_

INSPECTION DATE \_\_\_\_\_ INSPECTED BY \_\_\_\_\_

OFFICIAL TITLE \_\_\_\_\_