

FIRE / LIFE SAFETY REVIEW CHECKLIST (IFC 2003)

Agency:		Inspection Date:
Division:		
Building Name:		
Building Location / Address:		
Inspected By:	Phone No:	Email:

	INSPECTION ITEMS	Y	Code	N	Comment
A. EXITS					
1	All exit doors unlocked during business hours		IFC 1008.1.8		
2	No exits, aisles, corridors or stairways obstructed		IFC 1023.6		
3	All exit doors and hardware operates properly		IFC 1008.1.9		
4	No storage beneath exit stairs		IFC 315.2.2		
5	All lighted exit signs and emergency lighting operate properly		IFC 1011.1		
B. FIRE SAFETY & EVACUATION PLANS					
1	Fire safety and evacuation plans implemented and communicated to occupants		IFC 404.3		
2	Employees are trained in fire safety and evacuation plans at orientation, then annually		IFC 406.3		
3	Evacuation drills are conducted periodically		IFC 405.1		
C. HOUSEKEEPING					
1	All areas free from combustible waste material creating a fire hazard		IFC 304.1		
2	Combustible materials kept clear of ignition sources		IFC 305		
3	All oily and greasy rags kept in self-closing metal cans		IFC 304.3.1		
4	Exits and exit enclosures clear of combustible materials storage		IFC 315.2.2		
5	Mechanical, electrical equipment, and boiler rooms clear of combustibles		IFC 315.2.3		
6	Flammable liquids stored away from exits, aisles, corridors or stairways		IFC 314.3		
7	Portable containers for flammable liquids are approved		IFC 2702.1		
8	Flammable liquids storage in excess of 10 gallons in approved cabinets		IFC 3404.3.4.4		
9	Sprinkler heads unobstructed, 18 inches free clearance		IFSTA Ch 4		
10	All compressed gas cylinders properly used, stored, and secured		IFC 3003.3.3		
D. FIRE PREVENTION/FIRE PROTECTION					
1	Fire alarms inspected, tested and maintained according to NFPA 72		IFC 901.6.1		
2	Sprinkler systems (water) inspected, tested and maintained according to NFPA 25		IFC 901.6.1		
3	Other fire suppression systems inspected, tested and maintained		IFC 901.6.1		
4	Fire pumps inspected, tested and maintained according to NFPA 25		IFC 901.6		
5	Emergency generators are exercised monthly		IFC 901.6		
6	Smoke detectors are in proper locations and tested periodically		IFC 901.6		
7	Water supply valves accessible and locked in the "ON" position		IFC 901.6		
8	Sprinkler control valves are on and all zones are pressurized		IFC 901.6		
9	Sprinkler sytem impairment program is in place		IFC 901.7		
10	Fire lanes provide access and are not obstructed		IFC 503.4		
11	Unobstructed access to all fire protection equipment (OSY valves, etc.)		IFC 508.5.4		
12	Fire extinguishers visually inspected monthly/ tested annually (NFPA 10)		IFC 901.6		
13	Fire extinguishers available, visible, and unobstructed (NFPA 10)		IFC 901.6		
14	Smoking areas designated, "No Smoking" signs posted and policy enforced		IFC 310		
15	Self-closing fire doors function properly and are free of obstruction		IFC 703.2		
E. ELECTRICAL					
1	Electrical cords kept in good condition (No broken or frayed cords used)		IFC 605.5		
2	Extension cords are not used for permanent wiring		IFC 605.5		
3	Electrical wiring, devices and equipment in good condition, (no fire or shock hazard)		IFC 605.1		
4	Ground fault receptacles used where necessary and tested monthly		Best Practice		
5	All multi-plug adapters equipped with overcurrent protection		IFC 605.4		
6	All multi-plug adapters directly connected to permanently installed recepticle		IFC 605.4.2		
7	Electric panels and outlets in good condition, no wiring exposed, have covers in place		IFC 605.6		
8	Heat-producing portable appliances visually inspected daily or have auto shut-off		Best Practice		
F. HAZARDOUS MATERIALS					
1	Material Safety Data Sheets readily available on premisise for all hazardous materials		IFC 407.2		
2	Visible hazard identification signs at entrances where hazardous materials located		IFC 2703.5		