

**FIRE / LIFE SAFETY REVIEW CHECKLIST (IFC 2003)**

|                                     |                         |
|-------------------------------------|-------------------------|
| <b>Agency:</b>                      | <b>Inspection Date:</b> |
| <b>Division:</b>                    |                         |
| <b>Building Name:</b>               |                         |
| <b>Building Location / Address:</b> |                         |
| <b>Inspected By:</b>                | <b>Phone No:</b>        |
|                                     | <b>Email:</b>           |

| INSPECTION ITEMS  | Y | Code           | N | Comment |
|---|---|----------------|---|---------|
| <b>A. EXITS</b>   |   |                |   |         |
| 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>B. FIRE SAFETY &amp; EVACUATION PLANS</b>  |   |                |   |         |
| 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      |   |         |
| <b>C. HOUSEKEEPING</b>  |   |                |   |         |
| 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   |   |         |
| <b>D. FIRE PREVENTION/FIRE PROTECTION</b>   |   |                |   |         |
| 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      |   |         |
| <b>E. ELECTRICAL</b>  |   |                |   |         |
| 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  |   |         |
| <b>F. HAZARDOUS MATERIALS</b>   |   |                |   |         |
| 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     |   |         |