

## **FIRE and SAFETY SELF-INSPECTION CHECK LIST**

This list is provided so that your fraternity or sorority can minimize potential fire and safety hazards. It is recommended that this list be utilized several times throughout the year as a guideline to maintain a safe and healthy environment for occupants. Your answers should be "YES" to the following questions:

- Is your house protected by a complete hard wired smoke detection system to sound the building fire alarm?
- Is your house protected by a complete fire sprinkler system?
- Is the fire evacuation alarm and smoke detection system in proper working order - tested monthly and test results recorded?
- Is the fire sprinkler system properly maintained, turned on, and tested each year?
- Are all fire extinguishers charged and inspected yearly?
- Are all exit lights illuminated?
- Are all hallways and stairways free of clutter, furniture, vending machines or any other material?
- Are all stairways and exit doors in good working order to permit rapid exit from the building?
- Are all fire doors kept closed or fitted with automatic closures?
- Do all fire doors latch when closed?
- Are the stairway and balcony handrails well maintained, tight and safe?
- Are the electrical switches, outlets, and fixtures properly covered and arranged?

- Are all extension cords the heavy duty type and sized for appliances? Circuit breaker protected outlet cords are recommended.
- Are electrical cords properly secured? (i.e. none are nailed or stapled down, no knots, and not under rugs?)
- Are all electrical appliances grounded and cords in good condition?
- Is your boiler or furnace well maintained and are the rooms they occupy free of combustible materials?
- Are gasoline and flammable liquids, in quantities of more than one pint, stored outside or in a locked steel cabinet?
- Are all combustible paints, solvents, and oily rags stored in metal lockers and containers?
- If electric blankets are used, do they have an automatic shut-offs for periods of non-use?
- Are ceilings, floors, and walls intact with no broken or missing pieces?
- Are floors clean and covered with non-slip and safe flooring materials?
- Are the kitchen ranges, grill ovens, grease overflow, hood ducts, fans and filters clean?
- Is there an automatic extinguishing system on the hood? Is it inspected and tagged every year?
- Is the area around the house clean?
- Are all windows intact? Screens present? Broken glass repaired or covered?

- Are fireplaces and chimneys maintained and inspected yearly for proper operation?
- Are all bunk beds in the dormitory area spaced adequately to allow a 22" clear exit between double bunks, a 33" clear exit between triple bunks and a 36" aisle to each exit?
- Food and non-food contact surfaces must be kept clean.
- Single-service articles must be properly stored, handled, dispensed, and not reused.
- Restrooms must have a self-closing door, be clean and supplied with hand soap, disposable towels or hand drying device, tissue, and covered waste receptacle.
- Garbage containers must be covered, insect and rodent-proof, clean, and emptied at proper intervals.
- Lighting must be adequate and fixtures shielded where required.
- Premise must be maintained free of litter and unnecessary articles. Cleaning and maintenance items must be properly stored.
- Kitchen should be restricted to AUTHORIZED personnel only.

Questions? Contact the Office of Risk Management, 812-855-9758