

FIRE CODE INSPECTION CHECKLIST

For BERT Members & Management Usage

Name: _____

Floor: _____

Department: _____

Date: _____

This checklist is not intended to cover all standards of either the California or Federal Occupational Safety and Health Acts. It does identify some of the more common hazardous conditions and practices that often contribute to workplace accidents and injuries. Should you need specific information about a particular health or safety standard, please contact your local Facility Management office.

YES NO N/A

WALKING - WORKING SURFACES

- | | | | | |
|--|---|--|--|--|
| 1. Are aisles and working areas clear and free of hazards?
<i>(Minimum hallway and corridor primary exit access width shall not be less than 44";
 Exit path shall not be obstructed)</i> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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| 2. Are floors and stairs clean, dry, and free of slip hazards? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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| 3. Are carpets free of tears? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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| 4. Are walking surfaces free of trip hazards such as boxes, telephone and power cords and broken tiles? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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MEANS OF EGRESS

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|---|---|--|--|--|
| 1. Are exit routes marked and unobstructed, and doors unlocked? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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EQUIPMENT AND TOOLS

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|--|---|--|--|--|
| 1. Are portable fans provided with full guards or screens having openings of 1/2" or less? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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MEDICAL SERVICES AND FIRST AID

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| 1. Is there an adequately stocked first aid kit in the work area? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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| 2. Are all emergency phone numbers posted? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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| 3. Do all employees know who their floor warden is? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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FIRE PREVENTION AND PROTECTION

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|--|---|--|--|--|
| 1. Are sprinkler heads unobstructed (18" clearance)? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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| 2. Is combustible scrap and debris removed from work areas at regular intervals? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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| 3. Is the "No Smoking" policy adhered to? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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| 4. Are employees familiar with the building evacuation plan? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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| 5. Are all unauthorized individual space heaters removed? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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MATERIAL HANDLING AND STORAGE

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|--|---|--|--|--|
| 1. Are supplies and materials stored in a safe manner? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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SEISMIC PREPAREDNESS

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|--|---|--|--|--|
| 1. Are file cabinets, bookcases and other large items anchored to the floor or walls? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
| | | | | |
| 2. Are computers, printers and other equipment anchored or fastened to prevent movement? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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FILE CABINETS

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|--|---|--|--|--|
| 1. Are file cabinets locked in egress paths? | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | | | |
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