



SELF INSPECTION WORKSHEET

Location: _____
Inspected by: _____ Date: _____

FIRE PROTECTION

YES NO

- 1. Are portable fire extinguishers:
 - i. Fully charged, conspicuously marked and easily accessible? YES NO
 - ii. Inspected monthly and serviced at least annually? YES NO
 - iii. Placed so there is one for every 3000 sq.ft. and within 75 ft. of any point? YES NO
- 2. Are the sprinkler systems periodically inspected? YES NO
- 3. Does a qualified service contractor service the sprinkler systems at least annually? YES NO
- 4. Are all standpipes and hoses usable? YES NO
- 5. Are fire alarm systems properly tested and maintained? YES NO

HOUSEKEEPING

- 1. Are furnace rooms and electrical rooms clean and not used for general storage? YES NO
- 2. Unneeded combustible materials throughout the building removed? YES NO
- 3. Unwanted vegetation growth cut back away from the exterior of the building? YES NO
- 4. Piles of combustible materials and/or scrap moved away from the exterior of the building? YES NO
- 5. Proper supply of noncombustible wastebaskets bins or can throughout the building? YES NO

WALKING SURFACES

- 1. Are aisles, and working areas clean and free of hazards? YES NO
- 2. Are floors clean, dry, sanitary and free of slip hazards? YES NO
- 3. Are floor holes, such as drains, covered? YES NO
- 4. Are stairs equipped with standard stair railings? YES NO
- 5. Are stair treads in good order with non-skid nosings? YES NO

FIRE EXITS

- 1. Are there enough exits for an emergency? YES NO
- 2. Are exit routes marked, not obstructed and doors unlocked? YES NO
- 3. Are standard "EXIT" signs posted at all exits? YES NO

- | | YES | NO |
|--|-----------------------|-----------------------|
| 4. Are exit signs illuminated by a reliable light source? | <input type="radio"/> | <input type="radio"/> |
| 5. Is emergency lighting provided along all routes of exit travel? | <input type="radio"/> | <input type="radio"/> |
| 6. Do all exit doors swing outward? | <input type="radio"/> | <input type="radio"/> |

ELECTRICAL

- | | | |
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| 1. Is a minimum 3-ft. clearance maintained around all electrical control panels? | <input type="radio"/> | <input type="radio"/> |
| 2. Only properly rated circuit breakers or fuses used? | <input type="radio"/> | <input type="radio"/> |
| 3. Are extension cords prohibited where permanent wiring should be used? | <input type="radio"/> | <input type="radio"/> |
| 4. Are junction boxes, outlets, switches, and fittings covered? | <input type="radio"/> | <input type="radio"/> |
| 5. Is there evidence of fraying on any electrical cords? | <input type="radio"/> | <input type="radio"/> |
| 6. Are high-voltage signs displayed where needed? | <input type="radio"/> | <input type="radio"/> |

PARKING LOTS

- | | | |
|---|-----------------------|-----------------------|
| 1. Maintained in good condition? | <input type="radio"/> | <input type="radio"/> |
| 2. Traffic control and directional signs used? | <input type="radio"/> | <input type="radio"/> |
| 3. Contracts in place to ensure timely snow and ice removal? | <input type="radio"/> | <input type="radio"/> |
| 4. Good lighting provided? | <input type="radio"/> | <input type="radio"/> |
| 5. Exterior stairs with three or more steps provided with handrail? | <input type="radio"/> | <input type="radio"/> |

CRIME

- | | | |
|---|-----------------------|-----------------------|
| 1. Exterior lighting in place? | <input type="radio"/> | <input type="radio"/> |
| 2. Fences if provided in good shape, no holes and gates padlocked? | <input type="radio"/> | <input type="radio"/> |
| 3. Ladders, garbage dumpsters or other items that could be used for access to the roof moved away? | <input type="radio"/> | <input type="radio"/> |
| 4. Bushes and other screen points moved away from doors and windows? | <input type="radio"/> | <input type="radio"/> |
| 5. Exterior doors provided with dead bolt locks, unless panic hardware needed for fire exit routes? | <input type="radio"/> | <input type="radio"/> |
| 6. Rear and side windows and doors protected by latches or if need be windows and screens? | <input type="radio"/> | <input type="radio"/> |
| 7. Are all the keys to the building accounted for? | <input type="radio"/> | <input type="radio"/> |

BURLAR ALARMS

- | | | |
|--|-----------------------|-----------------------|
| 1. Burglar alarms in place? | <input type="radio"/> | <input type="radio"/> |
| <i>If 1 is yes, answer question 2-4</i> | | |
| 2. Provided with 24 hr. monitoring at a ULC listed monitoring station? | <input type="radio"/> | <input type="radio"/> |
| 3. Provided with contacts on all movable openings? | <input type="radio"/> | <input type="radio"/> |
| | YES | NO |
| 4. Provided with area protection such as motion sensing devices or glass breakage devices? | <input type="radio"/> | <input type="radio"/> |