Fire-Life Safety Survey Report (sample)

Survey date: **Inspector:**

Building coordinator:

Responsible parties (RP's) and departments:

YES are acceptable conditions, NO are unacceptable conditions, NA are items that do not apply or were able to be verified during the visit. Comments may be written at the end of the survey. Fill in OCC NO item's Date Corrected and return to inspector by the date mailed plus 30 days, unless otherwise indicated.
FS = Referred to Facilities Services OCC = Referred to Occupant

#	Yes	No	N/A	Item	Comments	Referred To (OCC or FS)	Dt Corrected
Administration							
1	☐	☐	☐	The EEOP is current and up to date.			
2	☐	☐	☐	A scheduled regular fire drill has been completed within the required timeframe.			
3	☐	☐	☐	All evacuation maps and signs are current and conspicuouslly posted.			
4	☐	☐	☐	All hot work is adequately controlled.			
5	☐	☐	☐	The building has visible address numbers on the outside of the building.			
Housekeeping							
6	☐	☐	☐	Storage of combustible materials is kept neat and orderly.			
7	☐	☐	☐	Boiler rooms, mechanical rooms, and electrical rooms are free of combustible storage.			
8	☐	☐	☐	Combustible materials are kept at least three feet away from baseboard heaters, space heaters, and other sources of ignition.			
9	☐	☐	☐	Oily rags are in proper containers that are emptied regularly.			
10	☐	☐	☐	Dust and lint collection systems are functional, maintained, and services as applicable and adequate to prevent build-up.			
11	☐	☐	☐	Fire department access roads, hydrants, and fire department connections are visible and unobstructed.			
Storage-Seismic Safety							
12	☐	☐	☐	There are at least 18 inches of clearance between storage and fire sprinklers.			
13	☐	☐	☐	Tall bookcases, refrigerators, freezers, and tall cabinets in the exit path are secured.			
14	☐	☐	☐	All shelves holding chemicals or other hazardous items have lips or other means to prevent items from falling.			
Electrical							
15	☐	☐	☐	All electrical cords are in good condition and there is no use of extension cords as permanent wiring.			
16	☐	☐	☐	Extension cords and power strips are not daisy-chained to each other.			
17	☐	☐	☐	There are at leat 3 feet of clearance in front of all electrical panels.			
18	☐	☐	☐	There are no open junction boxes or exposed electrical wiring.			
19	☐	☐	☐	All electrical panels have a panel cover/door placed on them			
Entrances, Emergency Exits, Stairs, Hallways, Corr							
20	☐	☐	☐	Corridors and exits are kept free of obstructions and hazardous materials/processes in accordance with UW Corridor Policy.			
21	☐	☐	☐	Exit pathway and emergency lights are maintained.			

Survey#

Building:

#	Yes	No	N/A	Item	Comments	Referred To	Date Corrected
22	☐	☐	☐	Exit signs are illuminated, in good repair, and exit sign faceplates indicate the correct direction of exit.			
Doors							
23	☐	☐	☐	Fire Doors are kept closed and not propped open.			
24	☐	☐	☐	All roof access doors and hatches are locked.			
25	☐	☐	☐	Fire doors and their hardware are properly arranged and maintained.			
26	☐	☐	☐	Fire rated walls and floor/ceiling assemblies are properly maintained.			
Hazardous Materials, Chemical Storage (Exclusive o							
27	☐	☐	☐	Hazardous materials storage cabinets are properly labeled and in good condition.			
28	☐	☐	☐	Flammable liquids are stored in cabinets or as required by fire codes.			
29	☐	☐	☐	All hazardous material containers are clearly labeled with their contents and primary hazards.			
30	☐	☐	☐	Incompatible hazardous materials are segregated when in storage			
31	☐	☐	☐	All hazardous materials are entered into MyChem and inventories have been reviewed and updated within the last year.			
Compressed Gasses							
32	☐	☐	☐	Compressed gas cylinders are properly secured and labeled.			
33	☐	☐	☐	Protective valve caps are secured on compressed gas cylinders when not in use and during transport.			
34	☐	☐	☐	Incompatible compressed gas cylinders are stored separately.			
Fire Extinguishers							
35	☐	☐	☐	Fire extinguishers are available, unobstructed, and accessible.			
36	☐	☐	☐	Fire extinguishers have been serviced, are fully charged, mounted, free of defects, appropriate for the risk, and adequately sized/rated.			
Eyewashes, Safety Showers							
37	☐	☐	☐	Eyewashes and safety showers are unobstructed and accessible.			
38	☐	☐	☐	Eyewash/safety showers are maintained and routinely tested.			
Sprinkler and Standpipe Systems							
39	☐	☐	☐	Sprinkler piping and heads are free of foreign material and nothing is hanging from or attached to them.			
40	☐	☐	☐	Fire protection systems are serviced and maintained.			
41	☐	☐	☐	Accessible sprinkler system control valves are secured or proveded with tamper switches.			
Fire Alarm System							
42	☐	☐	☐	Manual pull stations are clearly labeled, unobstructed, and accessible.			
43	☐	☐	☐	The fire alarm system has been maintained and does not show any troubles, alarms, etc.			
44	☐	☐	☐	The room containing the fire alarm panel has a sign posted outside the room indicating the location of the panel.			

Unless otherwise indicated, responses to "NO" items are required by: ***(date due is here)***

For the OCC items above marked **"No**", after you have made the necessary corrections, please initial and date under "*Date Corrected*" indicating that you have made the necessary corrections. Then sign this form and return it to the surveyor by the deadline.

Name:_____

Title:_____

Signature:_____

Date:_____

All unresolved issues will be summarized to the department chair at the end of the survey's correction period.

If circumstance prevents you from correcting the items noted above by the deadline please explain below and indicate what plan you can take to address these issues. If you feel the report is inaccurate or the issue not applicable, please let us know. Comments/Explanation for unresolved issues:

_____
_____
_____

Return this report using one of the following methods:

- email attachment to the surveyor specified
- send via campus mail to the surveyor at Box 354400

Survey mailed: *(date survey mailed is here)*