



**RISK MANAGEMENT  
QUARTERLY BUILDING REPORT  
Fire Safety Self -Inspection Checklist**

<b>Quarter:</b>	<b>Year</b>		
Fall	_____	<b>Building:</b> _____	<b>Phone:</b> _____
Winter	_____		
Spring	_____	<b>Safety Coordinator:</b> _____	<b>Date:</b> _____
Summer	_____		

**Use the Checklist to conduct your own fire inspections in-between your annual Fire inspections.**

1. If your answer is "Not Ok" Please file a work with Physical Plant at [pplnat@lasierra.edu](mailto:pplnat@lasierra.edu) and specify the "location" where the correction is needed.
2. Complete and return this form to the Office of Risk Management.

Fire Protection Equipment	OK	NOT OK	Location
Fire extinguishers are fully charged and tagged. <i>*(it is charged if the yellow arrow in the pressure gauge is in the green area)</i>			
Fire extinguishers are accessible			
Cabinet door is operable; extinguisher mounted at least 4" off floor to not more than 5 feet top of extinguisher.			
Fire extinguishers tags are current (serviced with last 12 months) <i>*(the tag expires one year from date of inspection)</i>			
Fire Sprinklers/detectors are free from obstruction			
Sprinkler Heads: Storage is maintained 18"below			
Sprinklers in need of replacement (damaged, corroded, painted)			
Fire Hoses (@ Sierra Towers)— When standpipe stations are enclosed in locked cabinets, and doors are equipped with approved visual identification clear glass panels, are glass panes easily broken? Is the door capable of being opened when the glass panel is broken? Is the unlocking handle painted red? Is the direction the handled must be pushed or pulled indicated to open the door? Is the door labeled Fire equipment-in case of fire, break glass and operate red handle? Is the hose system inspected at least annually and after each use to assure that all the equipment and hoses are in place, available for use, and in serviceable condition? [29 CFR 1910.158(e)(2)(iii)] Is hemp or linen hose on existing systems un-racked, physically inspected for deterioration, and re-racked using a different fold pattern at least annually? [29 CFR 1910.158(e)(2)(v)]			

<b>Exterior, Interior and Environment</b>	<b>OK</b>	<b>NOT OK</b>	<b>Location</b>
All exits, stairwells, emergency exits and fire escapes are free from stored materials that may impede evacuation.			
Emergency Exit signs are clear and illuminated in proper working condition.			
Emergency lights are tested monthly (push button to test)			
Automatic fire doors open properly. *(Palmer Hall)			
The building is free of all other fire hazards.			
Corridors-Storage of any kind, regardless of corridor width, is not permitted unless specifically permitted by regulations or in writing by the Riverside Fire Department. Agreements must be renewed every 5 years.			
Exit and Corridor Doors-Must open and close and latch properly. Must not be blocked, propped open or rendered inoperable unless specifically permitted in writing by the Riverside Fire Department. Agreements must be renewed every 5 years.			
<b>Electrical</b>	<b>OK</b>	<b>NOT OK</b>	<b>Location</b>
Extension or phone cords are not stored on the floors.			
Combustible materials are not stored near an electrical switch gear or a space heater.			
Electrical outlets are not exposed.			
Dried out extension cords or "octopus" outlets are not used.			
Electrical plates are not missing or cracked.			
Light switches are not loose or weak.			
Outlets are not cracked or plugged.			
Plugs do not fall out of the outlet easily.			
The building is free of all other electrical hazards.			
Any outlets within 5 feet of a sink or drinking fountain are equipped with a GFI. (If not, specify the location and place a work order with Physical Plant)			
A three foot working space is maintained in front of all electrical panels.			
No exposed wiring			
Portable electric space heaters in offices are not allowed per the Fire Code.			

<b>Housekeeping and Storage</b>	<b>OK</b>	<b>NOT OK</b>	<b>Location</b>
<b>Emergency Management Preparedness:</b> 55 Gallon Drums of Water locations see below: Water to be rotated every 6 months by Physical Plant. Add 1 cup of bleach to water for mold resistance— Angwin- 1 Drum Laundry Rooms 319 and 1 Drum 375 Calkins- 1 Drum Laundry Room 151 and 1 Drum Shower Room 208 Admin- 1 Drum Kitchen Room 121 Market- 2 Drums in Emergency Storage 2 <sup>nd</sup> Floor South Hall- 1 Drum Kitchen/Laundry Room Gladwyn Hall- 1 Drum Laundry Room Hole Memorial- 1 Drum Next to Room 139 VAC- 1 Drum Room 111 Library- 1 Drum Media Services Room Sierra Towers- 3 Drums in cage beneath emergency stairway			
Aisles in the work areas are not blocked by storage items or trash.			
Storage areas are kept clean and orderly; cleaning materials are safely stored.			
Combustible materials are not kept in unprotected areas, such as a crawl space.			
Trash is not left to accumulate in excessive quantities; trash receptacles are emptied regularly.			
Floor tiles are not broken, cracked, loose, or missing.			
Carpet seams are not split			
The carpet does not have loose edges.			
Materials that could fall are not stored on top of file or storage cabinets.			
Windows are not broken or cracked.			
Floors are not slick.			
<b>Shops / Laboratories / Packing Areas</b>	<b>OK</b>	<b>NOT OK</b>	<b>Location</b>
Laboratory wastes are disposed of daily, with the use of appropriate precautions. Electrical equipment in areas near where flammable liquids are in use is explosion proof. Electrical appliances have warning lights and are unplugged when not in use. Employees are aware of special hazards and trained in any special precautions necessary. Entry is limited to authorized persons. Woodworking equipment dust collectors are functioning adequately, and collector bins are emptied regularly. Power tools are unplugged when not in use.			

<b>Hazardous Materials</b>	<b>OK</b>	<b>NOT OK</b>	<b>Location</b>
Emergency measures are posted in case of accidental spills.			
Flammable/combustible liquids are kept in approved safety containers.			
Flammable/combustible liquids are stored in an approved cabinet.			
Safety storage cabinet vents are clear of obstructions.			
Soiled rags are kept in an approved self-closing waste container.			
Portable fire extinguishers are in their place and of the proper type.			
Emergency measures are posted in case of accidental spills			
<p><b><u>Physical Plant / Palmer Hall / PSC / Art</u></b></p> <p>Compressed Gas Cylinders-Must be secured with chains or other approved method.</p> <p>Flammable/Combustible Liquids-Must have less than 10 Gallons in any single laboratory/room, in use at any one time unless specifically permitted in writing by the Fire Department. Agreements must be renewed every 5 years.</p> <p>Storage-In original shipping containers or approved safety containers (maximum 5 gallons). Total aggregate of materials in safety containers must not exceed 25 gallons.</p> <p>Quantities in excess of 10 gallons and not in safety containers, or greater than 25 gallons in safety containers, must be stored in a Flammable Liquid Storage Cabinet.</p> <p>Dispensing-Dispensing from containers exceeding 5 gallons is not permitted unless using a listed pump in accordance with California Fire Code requirements. Annual permit must be obtained from Fire Department.</p>			
<b>Exhibits / Collections / Book Stacks</b>	<b>OK</b>	<b>NOT OK</b>	<b>Location</b>
<p>Exhibits and collections are not overcrowded.</p> <p>Exhibit case lights do not show signs of overheating.</p> <p>Exhibits are not blocking exit routes and/or access to fire protection equipment.</p> <p>Extension cords are not used.</p> <p>All vertical/horizontal openings in fire barriers are fire-stopped.</p> <p>Salvage equipment and materials are provided and accessible.</p>			

The fire department is familiar with and has access to these areas. Smoking regulations are enforced with employees and visitors.			
<b>Auditoriums and Classrooms</b>	<b>OK</b>	<b>NOT OK</b>	<b>Location</b>
Safe capacity is posted and enforced. Standing and sitting in aisles is prohibited. Smoking regulations are enforced			
<b>Commons and Eating Areas</b>	<b>OK</b>	<b>NOT OK</b>	<b>Location</b>
Safe capacity is posted and enforced. Aisles and exit routes are unobstructed and illuminated. Ranges, hoods, and exhaust ducts are clean.			
<b>Equipment</b>	<b>OK</b>	<b>NOT OK</b>	<b>Location</b>
Desks or chairs are in good working condition.			
Desks and file cabinet drawers are closed to prevent tripping.			
The building is free of all other equipment hazards.			
<b>Miscellaneous</b>	<b>OK</b>	<b>NOT OK</b>	<b>Location</b>
Change in occupancy or use. Changes in how a room or area is used must be reviewed by the Fire Department. Examples include office to laboratory; office to meeting room; classroom to laboratory; etc.			
Construction-Modifications to buildings, rooms or areas need to be reviewed by the Fire Department. Examples include removal/addition of walls; blocking of doors; adding rooms, etc.			
Aesthetic modifications, which involve painting, etc., do not need review by the Fire Department, but may need coordination to prevent accidental activation of smoke detectors.			
Use of candles is not allowed.			
<b>Parking Lots/Grounds</b>	<b>OK</b>	<b>NOT OK</b>	<b>Location</b>
There are no tripping hazards on the sidewalks, lawn and parking lot.			
The parking lot is adequately marked and lighted at night.			
The parking lot/grounds are free of all other hazards.			

*Complete Building inspection report at the end of every quarter.  
Send the completed form to LSU Risk Management*

**FIRE EXTINGUISHER  
ANNUAL MAINTENANCE CHECKLIST**

**In Accordance with NFPA 10: Must be performed by certified technicians**

- \* CLEAN EXTINGUISHER
- \* VISUAL EXAMINATION - is performed on entire unit, carefully inspecting for signs of dents, rust, corrosion, pitting or other shell damage
- \* CHECK PRESSURE GAUGE - to insure that the unit is in the proper range and that it is the proper gauge
- \* CHECK FOR TEST & MAINTENANCE DATES - to determine need for hydrostatic test, 6 year internal maintenance or thorough shop check etc.
- \* WEIGH EXTINGUISHER - to insure correct amount of extinguishing agent
- \* REMOVE DISCHARGE HOSE / NOZZLE - to inspect for signs of blockage
- \* REMOVE PULL PIN - to insure that pin can be removed in the event of an actual fire emergency and install new tamper seal
- \* CHECK HANDLE / LEVER - to insure smooth operation (not bent)
- \* CHECK MOUNTING BRACKET - to insure that unit is mounted securely and with the proper bracket
- \* INSTALL OR RE-INSTALL UNITS - to ensure proper, permanent location of unit
- \* CHECK HAZARD APPLICATION - to be sure that the fire extinguisher is the proper one for the potential fire hazard
- \* RETURN EXTINGUISHER TO PROPER LOCATION
- \* ATTACH SERVICE TAG - filled out with all the proper information
- \* RECORD ALL INFORMATION ON DATA SHEETS

**MONTHLY INSPECTION CHECKLIST**

**In Accordance with NFPA 10: Must be performed by owner or designated employee**

- \* FIRE EXTINGUISHER LOCATED IN DESIGNATED PLACE
- \* NO OBSTRUCTION TO ACCESS OR VISIBILITY OF FIRE EXTINGUISHER
- \* PRESSURE GAUGE READING IN THE OPERABLE RANGE OR POSITION
- \* FULLNESS DETERMINED BY WEIGHING OR LIFTING OF THE FIRE EXTINGUISHER
- \* CONDITION OF THE FIRE EXTINGUISHER HOSE OR NOZZLE

(Inspections must be recorded on tag or label attached to the fire extinguisher)

**Annual Service**

Annual service is intended to give maximum assurance that the extinguisher will operate safely and effectively. It includes all points covered in our inspection, and any necessary repair, replacement and/or subsequent testing. A tag or label is securely fastened identifying the individual having performed the service.

### **6-Year Maintenance**

Every 6 years, stored pressure extinguishers must be emptied and subjected to a full internal inspection and applicable maintenance procedures, including a thorough examination of all mechanical parts, extinguishing agent and expellant.

### **Hydrostatic Testing**

A periodic test mandated by NFPA and the Department of Transportation (DOT) requiring highly specialized test equipment to ensure the integrity of an extinguisher or cylinder at its listed operating pressure. Dry chemical, Halotron, and other clean agent extinguishers are to be hydro tested at 12 year intervals. High pressure carbon dioxide extinguishers are to be tested at 5 year intervals.

### **Fire Hose Maintenance**

All in service hose designed for occupant use shall be removed and tested at intervals not exceeding 5 years after installation and every 3 years thereafter.

## **FIRE HOSE MAINTENANCE CHECKLIST**

### **In Accordance with NFPA 1962:**

- \* YEARLY VISUAL INSPECTION ON HOSE - is performed. making sure that the hose is properly hung in place
- \* VISUALLY INSPECT STANDPIPE VALVE for any sign of leakage or damage, and advise customer
- \* VISUALLY INSPECT NOZZLE - making certain that nozzles are in the closed position, inspect for cracks and visible signs of damage
- \* VISUALLY INSPECT RACK AND HANGERS - for any bent or broken racks or pins
- \* CHECK FOR TEST AND MAINTENANCE DATES - to determine need for hydrostatic test or other maintenance
- \* HYDROSTATIC TEST - when required, includes the following:
  - un-rack and remove hose
  - place loaner hose
  - hydrostatic test of hose, according to CODE requirements
  - place hydrostatic test label based on pass and test procedures
  - document test procedures
  - refold fire hose to proper cabinet or rack specifications
  - return and re-rack hose
  - advise customer of deficiencies and take corrective action where required