

Fire Safety Report Writing

Title Page

Report Title: Comprehensive Fire Safety Inspection Report

Date: February 25, 2025

Location: Greenfield Office Park, Building 5

Prepared By: Alice Moran, Fire Safety Inspector

Executive Summary

This report details the findings from a comprehensive fire safety inspection conducted at Greenfield Office Park, Building 5. It highlights key safety violations, assesses the current fire prevention measures in place, and provides actionable recommendations to address deficiencies and enhance fire safety compliance.

Introduction

The objective of this fire safety report is to perform a thorough evaluation of the fire safety systems and emergency protocols at Greenfield Office Park, Building 5. This evaluation aims to ensure that all practices are up to code and that the building is prepared for safe evacuation in the event of a fire.

Incident Details

- **Date of Inspection:** February 20, 2025
- **Location Inspected:** Greenfield Office Park, Building 5
- **Type of Inspection:** Annual Fire Safety Compliance Check

Incident Description

The inspection covered all key aspects of fire safety, including alarm systems, emergency exits, fire extinguisher placements, and evacuation plans. Several non-compliance issues were identified that could potentially compromise the safety of building occupants.

Cause Analysis

Key findings from the inspection indicate:

- Fire alarms on several floors were found to be non-functional due to maintenance oversight.
- Multiple emergency exits were obstructed with equipment and storage boxes.
- A lack of clear signage and lighting on evacuation routes.

Impact Assessment

Failure to address these issues could lead to severe consequences in the event of a fire, including delayed evacuations, potential injuries, or worse. Immediate remediation is necessary to ensure the safety and well-being of all occupants.

Recommendations

1. Implement a regular maintenance schedule for all fire safety equipment, including quarterly checks of fire alarms.
2. Ensure all emergency exits are clear of obstructions at all times and conduct monthly checks to enforce this policy.
3. Install additional signage and emergency lighting along all evacuation routes to improve visibility and direction during an emergency.

Appendices

Appendix A: Inspection Checklist

Appendix B: Photos of Identified Safety Issues

Appendix C: Previous Inspection Reports and Compliance Timeline

Approval

Signature:

Name: Dr. Helen Banks, Building Manager

Date: March 1, 2025