

Safety Manual > Fire Watch Building Inspection

Building Inspection Checklist for Fire Watch Personnel

This Checklist is to be used for building inspections by “Fire Watch” personnel when observing for fire hazards. The inspection form is designed to prompt the inspector to observe for the conditions listed and respond in the “yes” column if everything is in order. Any “no” answer should be accompanied by an explanation in the “comments” column to assist in identifying and correcting the problem. The form should be completed at the end of the work shift and recorded with the fire watch files. Items which need immediate correction should be corrected on the spot by the fire watcher or by contacting the responsible party. Use of this form should not in any way delay sounding the fire alarm or starting an evacuation for a fire.

Building: _____

Item	Yes	No*	Description	Comments (Be Specific!)**
1			Are corridors and exits free and clear of all obstructions, with room furniture arranged to provide easy access to the exit?	
2			Are exit doors in good working order (no sticking, etc.)? Will fire doors and exit doors close and latch completely?	
3			Are exits properly marked and illuminated? Are passageways adequately illuminated with all bulbs working?	
4			Are all fire extinguishers in place and charged.	
5			Are fire evacuation plans posted throughout and in good condition?	
6			Are doors on labs, storage areas, kitchens, and equipment rooms kept closed? (Office doors normally do not have to be closed when the office is occupied.)	
7			If building is sprinklered, is sprinkler head clearance of 18" maintained (nothing stacked, installed or stored within 18 inches of the heads)?	
8			All electrical cords and extension cords are in good shape with no fraying, swelling, splicing or patches? Are they routed so as to avoid tripping hazards or damage to the cords?	

LSU University Safety Manual
 Section VIII, Part N – Fire Watch Building Inspection

9			Do electrical junction and switch and receptacle boxes have covers that are closed tightly?	
10			Emergency phone numbers posted on telephones?	
11			Janitor closets, equipment rooms, and stairwells free of general storage? Are flammables, other than small quantities for research, instruction or maintenance activities, stored in fire rated cabinets or approved storage rooms or cabinets?	
12			Housekeeping at time of inspection adequate?	
13			Floors in corridors or exit paths in good condition with no loose tiles or other tripping hazards?	
Other Conditions That Require Attention:				

* “No” answers must be accompanied by comments that explain corrective action needed.

** Specific location, room #, equipment number, etc.

Report completed by: Initials: Date: Shift:

(Print name)

Routing instructions:

Turn this form in to your supervisor or the building coordinator. If a log is being kept on the fire watch, you may also have to sign the log