# Fire & Life Safety Inspection Checklist

**Building Inspector**

<table>
<thead>
<tr>
<th>Date of Last Inspection</th>
<th>Inspection Date</th>
<th>Outstanding Violations</th>
</tr>
</thead>
</table>

## General

- Were alterations/renovations made since last inspection
  - Yes [ ] No [ ] N/A
- Is building mixed occupancy
  - Yes [ ] No [ ] N/A
- What other occupancies: ____________
- Is building construction acceptable for height and occupancy
  - Yes [ ] No [ ] N/A
- Is it a high rise
  - Yes [ ] No [ ] N/A
- Is it windowless
  - Yes [ ] No [ ] N/A
- Is it underground
  - Yes [ ] No [ ] N/A

## Occupant Load and Exits

- Is occupant load posted
  - Yes [ ] No [ ] N/A
- Are the exits per code
  - Yes [ ] No [ ] N/A
- Number of exits: ____________
- Is egress capacity adequate
  - Yes [ ] No [ ] N/A
- What is fire rating of exit stair enclosure: ____________
- What is fire rating of exit stair doors: ____________
  - Are they self-closing
    - Yes [ ] No [ ] N/A
  - Latching
    - Yes [ ] No [ ] N/A
- Are exit enclosures free of storage
  - Yes [ ] No [ ] N/A
- Do 100% of exits discharge directly outside
  - Yes [ ] No [ ] N/A
- If not, do 50% discharge outside and is level of discharge sprinklered
  - Yes [ ] No [ ] N/A
- Is exit stair reentry per code
  - Yes [ ] No [ ] N/A

## Doors

- Are doors blocked
  - Yes [ ] No [ ] N/A
- Are they locked
  - Yes [ ] No [ ] N/A
- Is 15-lb force or less required to release latch
  - Yes [ ] No [ ] N/A
- Do doors swing in direction of travel per code
  - Yes [ ] No [ ] N/A
- Is there panic hardware per code
  - Yes [ ] No [ ] N/A

## Egress Arrangement

- Is egress clear and unobstructed
  - Yes [ ] No [ ] N/A
- Are there any dead-end corridors
  - Yes [ ] No [ ] N/A
- Is common path of travel within limits
  - Yes [ ] No [ ] N/A
- Is travel through intervening rooms okay
  - Yes [ ] No [ ] N/A
- Is egress blocked
  - Yes [ ] No [ ] N/A
Is aisle accessway width adequate □ Yes □ No □ N/A  
Is aisle width adequate □ Yes □ No □ N/A  
**Travel Distance**  
Is travel distance per code □ Yes □ No □ N/A  
**Emergency Lighting**  
Is emergency lighting per code □ Yes □ No □ N/A  
Is it tested monthly □ Yes □ No □ N/A  
**Exit Marking**  
Is exit marking per code □ Yes □ No □ N/A  
**Corridors**  
Is 1-hr rating required □ Yes □ No □ N/A  
Are corridor walls rated 1 hr with 20-min doors □ Yes □ No □ N/A  
**Protection of Hazards**  
Are hazards protected by □ Yes □ No □ N/A  
- Fire-rated enclosure □ Yes □ No □ N/A  
- Extinguishing system □ Yes □ No □ N/A  
- Self-closing door □ Yes □ No □ N/A  
Is kitchen cooking protected □ Yes □ No □ N/A  
Date kitchen hood and duct last cleaned: ____________ □ Yes □ No □ N/A  
**Protection of Vertical Openings**  
Are vertical openings enclosed □ Yes □ No □ N/A  
Are elevators enclosed □ Yes □ No □ N/A  
Is atrium per code □ Yes □ No □ N/A  
Are ____________________________ 3 levels open per code □ Yes □ No □ N/A  
**Interior Finish**  
Are wall and ceiling finishes per code □ Yes □ No □ N/A  
- Are exits Class A □ Yes □ No □ N/A  
- Are corridors and lobbies Class A or B □ Yes □ No □ N/A  
- Is assembly >300 Class A or B □ Yes □ No □ N/A  
- Is assembly <300 Class A, B, or C □ Yes □ No □ N/A  
Are decorations per code □ Yes □ No □ N/A  
Are curtains/drapes per code □ Yes □ No □ N/A  
**Special Protection**  
Are chutes in good working order: □ Yes □ No □ N/A  
- Trash chutes □ Yes □ No □ N/A  
- Laundry chutes □ Yes □ No □ N/A
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Is projection room properly protected</td>
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<tr>
<td>Is any equipment subject to rupture under or adjacent to exit stairs</td>
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<td>Are stages per code</td>
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<td>Are platforms per code</td>
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<tr>
<td>Are exhibits per code</td>
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<td>Are special amusement buildings per code</td>
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<td>Are open flames controlled per code</td>
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<td>Are pyrotechnics controlled per code</td>
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<tr>
<td>Mezzanines</td>
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<tr>
<td>Is 1/3 of the mezzanine open area</td>
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<tr>
<td>Is common path of travel on mezzanine per code</td>
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<tr>
<td>If mezzanine is enclosed, is there second exit from mezzanine</td>
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<tr>
<td>Operating Features</td>
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<td>Are there crowd managers if &gt;1000 occupants</td>
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<td>Are drills conducted</td>
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<td>Are employees instructed in fire extinguisher use</td>
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<td>Is announcement of exit locations made before each performance</td>
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<td>Is any clothing stored in corridors</td>
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<tr>
<td>Detection and Alarm</td>
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<tr>
<td>Is it a manual alarm system</td>
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<tr>
<td>Is there a fire detection system</td>
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<tr>
<td>Smoke detectors</td>
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<td>Heat detectors</td>
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<tr>
<td>Where:</td>
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<tr>
<td>Are there audible alarms</td>
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<td>Are there visual alarms</td>
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<td>Is there automatic fire department notification</td>
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<td>Extinguishment</td>
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<td>Are there sprinklers throughout</td>
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<td>Partial sprinklers</td>
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<tr>
<td>Where:</td>
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<tr>
<td>Is there a water flow alarm</td>
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<td>Are valves supervised</td>
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<tr>
<td>Electrical □  Locks □  Seal</td>
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<tr>
<td>Other extinguishing systems</td>
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<td>Type:</td>
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<td>Where:</td>
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<tr>
<td>Standpipe</td>
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Fire pump
  Size: _______gpm @ _______ psi
  Date last tested: ______________________________

Are fire extinguishers per code

Building Utilities
Are utilities in good working order:
  • Heat
  • Gas
  • Oil
  • Coal
  • Other

Electrical installation

Elevators
  • Elevator recall (Phase I)
  • Fire fighter control (Phase II)

Emergency generator
  Size: ______________________________
  Date last tested: ______________________________

Notes:
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Adopted from Form A-16 by National Fire Protection Association (NFPA)