

# Carnegie Mellon

Office of the General Counsel  
Environmental Health and

## FIRESAFETY INSPECTION FORM FOR ACADEMIC, ADMINISTRATIVE, RESEARCH, SUPPORT BUILDINGS

NAME OF DEPARTMENT and/or  
BLDG. NAME and ADDRESS: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ PAGE \_\_\_\_ OF \_\_\_\_

### SECTION I: HOUSEKEEPING

- a) Are premises clean and free of loose trash and debris? Are trash accumulations removed daily? Yes \_\_\_ No \_\_\_
- b) Are food preparation, serving areas, lounges, and lunchroom areas kept clean and free of greasy residue? Yes \_\_\_ No \_\_\_
- c) Are non-slip floor surfaces or dry mats provided where needed, or are floors kept absolutely free of grease or excessive moisture? Yes \_\_\_ No \_\_\_

### SECTION II: STORAGE

- a) Do premises contain stored combustible/flammable liquids? If so, are all such storage areas equipped with suitable automatic fire protection? Yes \_\_\_ No \_\_\_
- b) If not, are approved safety cabinets used to contain all combustible/flammable liquids or are total quantities under ten gallons and kept in closed containers? Yes \_\_\_ No \_\_\_
- c) Are incompatible substances, such as acids and solvents kept segregated? Yes \_\_\_ No \_\_\_
- d) Does building contain excessive solid combustible storage? If so, are all such storage areas equipped with appropriate automatic fire protection? Yes \_\_\_ No \_\_\_
- e) Are stairways and corridors free of stored materials? Yes \_\_\_ No \_\_\_

### SECTION III: FIRE PROTECTION EQUIPMENT

- a) Is adequate portable fire extinguisher protection provided, and are all extinguishers in useable condition, of the proper size and supplying the type of agent that may be needed? Yes \_\_\_ No \_\_\_
- b) If fire sprinklers are provided, are control valves completely open?  
If yes, check to indicate condition: LOCKED \_\_\_ SEALED \_\_\_ NEITHER \_\_\_ TAMPER SWITCHED \_\_\_ Yes \_\_\_ No \_\_\_
- c) Do sprinkler heads and lines appear undamaged, unimpaired, and have a minimum clearance of 18" retained between the tops of stored materials and the bottoms of sprinkler heads? Yes \_\_\_ No \_\_\_
- d) If a stationary fire suppression system is provided, does it appear to be properly armed, and do nozzles, piping, and other components appear to be intact and in good operating condition? Yes \_\_\_ No \_\_\_
- e) If fire hose is provided, is it properly racked and coupled, free of standing water, and equipped with an adjustable spray nozzle? Yes \_\_\_ No \_\_\_
- f) Do all fire alarm system components, i.e., control panel, annunciator, manual stations, signalling devices, detectors, etc. appear to be fully operational? Yes \_\_\_ No \_\_\_

### SECTION IV: EXIT MAINTENANCE

- a) Are sufficient lighted exit signs provided to indicate exit locations, and are they undamaged and in working condition? Yes \_\_\_ No \_\_\_
- b) Are means of egress corridors, stairways, interior fire doors, and exit doors free of obstructions? Yes \_\_\_ No \_\_\_
- c) Are all fire doors, except those equipped with smoke-closing or alarm releasing hold open devices, kept completely closed, and are door closers properly operating? Yes \_\_\_ No \_\_\_
- d) Is panic hardware provided where required, and is it all in good working condition? Yes \_\_\_ No \_\_\_
- e) Is emergency lighting provided, and does inspection, testing, etc. indicate it to be in good operating condition? Yes \_\_\_ No \_\_\_

### SECTION V: OTHER SAFETY RELATED ITEMS

- a) Does electrical service appear safe, without evidence of exposed or improper wiring arrangements, and are panel boxes and cutoff switches accessible in case of emergency? Are electrical switchplates, junction boxes, and panels properly covered? Yes \_\_\_ No \_\_\_
- b) Does natural gas service appear safe, with no evidence of damaged connections, and are shutoff valves and meters accessible in case of emergency? Yes \_\_\_ No \_\_\_
- c) Does the building and immediate surrounding area appear to be free of any material, condition, or practice that may present a hazard to life or property? Is egress to a sidewalk or a public way unencumbered? Yes \_\_\_ No \_\_\_

Refer to the reverse (or following page) of this report for COMMENTS and/or DESCRIPTIONS of items checked NO above.

THE INFORMATION APPEARING BELOW RELATES TO QUESTIONS ON THE FRONT OF THIS FORM THAT RECEIVED A NO ANSWER DURING INSPECTION. COMMENTS AND RECOMMENDATIONS CAN BE MATCHED WITH ITEMS ON THE FRONT OF THE REPORT BY REFERENCING SECTION (ROMAN NUMERAL) AND SUBSECTION (LOWER CASE LETTER).

EXAMPLES:

- II (c) Are incompatible substances, such as acids and solvents kept segregated?
IV(b) Are means of egress corridors, stairways, interior fire doors, and exit doors free of obstructions?

Table with 2 columns: SECTION: and DESCRIPTION/COMMENTS:. The table contains 20 empty rows for recording inspection findings.

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