

## **SAFETY**

### **GENERAL**

Buildings must be designed according to building and fire safety codes and other regulatory standards at the time of construction. However, such codes and standards are continuously changing. The original construction does not have to comply with changes in the codes unless specifically published; however, any modifications to the original construction must comply with current codes and regulations.

### **WHO SHOULD PERFORM SAFETY CHECKS?**

County building inspectors are knowledgeable with regard to current codes and regulations and their provisions for safety. The building inspector could be asked to visit the facility and prepare a written report on any safety and code violations. This type of service is generally free of charge.

Fire safety checks can be obtained by calling the local fire marshal and requesting an inspection and report. This type of inspection will cover areas such as possible fire hazards, adequacy of exits, alarm systems, fire extinguishers, etc. This service is usually free of charge.

A Life Safety Consultant knowledgeable in all areas of building Life Safety could perform a comprehensive safety inspection. There typically is a fee for such a service.

### **USE OF SAFETY CHECK LISTS**

A safety check for compliance with current regulations should be performed yearly.

The Safety Check Lists included in this Manual show the number of safety issues involved. Any unsatisfactory items should be attended to immediately. Professional advice may be required depending upon the problem involved.

Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_

## SAFETY CHECK LIST

**Building:** \_\_\_\_\_

FIRE SAFETY	Good	Repair/ Replace	COMMENTS
Is the building equipped with:			
<ul style="list-style-type: none"> <li>• Approved fire alarm system</li> </ul>			
<ul style="list-style-type: none"> <li>• Heat or smoke detectors located in accordance with fire codes</li> </ul>			
<ul style="list-style-type: none"> <li>• Fire extinguishes maintained and officially inspected</li> </ul>			
<ul style="list-style-type: none"> <li>• Fire hoses, if applicable, maintained and inspected in accordance with written code</li> </ul>			
Are fire extinguishers conspicuous, convenient and properly labeled?			
Are Class B or better fire extinguishers located in furnace rooms and storage areas where grease and flammable liquids are kept?			
Are Class C fire extinguishers located near electrical equipment?			
Are Class B-C fire extinguishers located in kitchens?			
Have fire extinguishers been inspected within the past 12 months?			
Are occupants instructed in use of fire extinguishers and fire hoses?			
Are fire hoses in good condition?			
Do fire hoses have water immediately available?			
Are heat and smoke detectors tested in accordance with the fire code?			
Have building fire sprinkler systems been tested?			
Have fire alarm systems and smoke detectors been tested as directed by code?			

## SAFETY INSPECTION – continued

FIRE SAFETY	Good	Repair/ Replace	COMMENTS
Are periodic fire drills held?			
Are evacuation diagrams properly posted?			
Is there an accumulation of materials under stairways, in crawl space, basement, room, attic, etc.?			
Are hazardous chemicals stored in proper containers and away from heat sources?			
Are unused materials stored away from heat sources?			
Are kitchen range hoods and exhaust ducts clean?			
Do kitchen range exhaust ducts terminate in a safe area?			
Are grease ducts and deep fryers equipped with automatic fire suppressions?			
<b>MEANS OF EGRESS FROM BUILDING</b>			
Are all hallways, corridors and stairways to the exterior accessible and free of obstructions?			
Are fire exit doors equipped with properly operating panic hardware?			
Are main exit fire doors equipped with padlocks or dead bolts?			
Do exit doors open outward?			
Are all fire exit doors clearly marked with illuminated exit signs?			
Are hallways, corridors and stairways illuminated with emergency lights?			
Are windows operable and accessible as a means of exit?			
Are windows which exit to fire escapes operable and free of obstructions?			

**SAFETY CHECK LIST - continued**

<b>MEANS OF EGRESS FROM BUILDING</b>	<b>Good</b>	<b>Repair/ Replace</b>	<b>COMMENTS</b>
Are the interior and exterior exit paths to and from fire escapes clear?			
Are fire escapes unobstructed and well secured to the building?			
<b>BUILDING INTERIOR – STAIRS</b>			
Are stairs kept clear?			
Are stairs “bouncy”?			
Are covers on treads and landings worn or missing?			
Is there at least one continuous railing along one side of all stairways?			
Are railings broken or weak?			
Are balusters broken, loose or missing?			
Are railings for balconies and lofts secure?			
<b>MISCELLANEOUS</b>			
Are lights, alarms, signs and other objects attached securely to buildings?			
<b>ASSEMBLY AREAS</b>			
Are assembly areas posted for maximum numbers of occupants?			
<b>EMERGENCY PROCEDURES</b>			
Is there a written plan of safe egress for occupants from the building?			
Is there a centralized location for first aid equipment, poisoning information, etc.			
Is there readily visible a list of emergency phone numbers?			
Is there a plan for initial fire fighting?			

**SAFETY CHECK LIST - continued**

<b>AUTO SAFETY</b>	<b>Good</b>	<b>Repair/ Replace</b>	<b>COMMENTS</b>
Are roadways, parking areas or curbs deteriorating?			
Are roadways and parking areas kept free of tree limbs?			
Are STOP, NO PARKING and FIRE LANE signs obstructed and well marked?			
Are parking lots adequately illuminated?			
<b>EMERGENCY VEHICLES</b>			
Do emergency vehicles have access to building?			
Are fire hydrants clearly visible and accessible?			
<b>PEDESTRIAN SAFETY</b>			
Are walkways, steps, and ramps deteriorated, cracked or hazardous?			
Are walkways kept clear of debris and tree limbs?			
Do walkways, steps and ramps adequately illuminated?			
Do steps and ramps have non-skid surfaces?			
Are there handrails on steps and ramps?			
<b>PLAYGROUND AREAS</b>			
Are play areas protected or locked when not in use?			
Are areas free of open holes, debris, stones, broken glass, etc.?			

