

Risk Control: Property Self-Inspection Checklist

To be used for Fire Departments

Building Type: Fire Department		Date:	
Address:		Inspector:	
POTENTIAL HAZARDS AND EXPOSURES TO CONSIDER	Yes	No	CORRECTIVE ACTION ASSIGNED TO
Parking lot lights and other exterior lights are working and well lit.			
Building parking lots, walkways, entrances, ADA ramps, and stairways are free from slip/trip/fall hazards. Warning cones and water-drying equipment are available.			
Proper sand/ice melt has been applied to areas with poor drainage and ice buildup during the winter months.			
Exit doors and paths are unobstructed and clearly marked.			
Aisles/hallways/interior stairs are clear from trip hazards.			
Roof is free from debris, drains are clear and gutters are working properly.			
Fire extinguishers are inspected and accessible.			
Dumpsters/trash cans are safely located away from buildings.			
Boiler certificates are posted.			
Boiler rooms are free from flammable storage and any storage at least 3 feet from equipment.			
Smoking is restricted to designated safe areas away from buildings.			
Sprinkler systems, smoke alarms, carbon monoxide and heat alarms are inspected and tested at least annually.			
Sprinkler heads have at least 18 inches of clearance, including in storage rooms, and no evidence of corrosion.			
Tree limbs, brush, and overgrowth are cut away from the building, walkways, power lines			
All electrical panels (120 volts to 220 volts) have 3 feet of clearance in front of them.			
Self-contained breathing apparatus (SCBAs) are maintained and properly stored.			
SCBA inspection records are kept.			
Bunker gear is inspected and in good condition.			
Air recharging stations and equipment are maintained.			
Extension cords are safely insulated.			
Extension cords are stored in a safe location to avoid causing a trip hazard.			
Extension cords are not used as permanent wiring.			
Flammable and combustible chemicals are stored in approved containers and cabinets and are properly labeled.			
Compressed gas cylinders are capped, secured and properly labeled.			
Spent oil is stored in proper containment away from fire hazards.			
Garage bay exhaust systems work properly.			
Ladders are in good condition, with no cracks, splits or grease.			

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