

Appendix "B"

SELF INSPECTION GUIDE

Chapter: _____

Inspection date: _____ By whom: _____

Number of persons sleeping in building: _____

Basement: _____ 1st Floor: _____ 2nd Floor: _____ 3rd Floor: _____ Other: _____

Checking Procedure

Circle the appropriate letter:

S=Satisfactory

N/A=Not Applicable

U=Unsatisfactory

All unsatisfactory conditions require action for correction ranging from immediate to five-day maximum. Questions are designed for "yes" answers to be understood as satisfactory and "no" answers as unsatisfactory and requiring corrective action.

EXIT FACILITIES

- | | | | |
|--|---|-----|---|
| 1. Do all rooms have access to two separate means of exit? | S | N/A | U |
| 2. Are all exit paths clear of storage? | S | N/A | U |
| 3. Are all doors in stairways properly self-closing? | S | N/A | U |
| 4. Are wedges and other means used to hold back required stairway enclosure doors, to the detriment of fire safety of upper floors? Are they prohibited? | S | N/A | U |
| 5. Are heating plant and heating fuel areas cut off from the rest of the building by fire resistive construction in ceiling and walls? | S | N/A | U |
| 6. Are exit routes readily accessible through doors of full height? | S | N/A | U |
| 7. Can exit doors be opened from the interior without a key or special device? | S | N/A | U |
| 8. If the building is protected by automatic sprinkler system, is it in good working condition? | S | N/A | U |
| 9. If the property is completely protected by standard automatic fire alarm (detection) system, is it in good working condition? | S | N/A | U |
| 10. If the building does not have either automatic sprinklers or fire alarm (detection) equipment, does it have a manual fire alarm system: | S | N/A | U |
| a. Are smoke detectors in working order? | S | N/A | U |
| b. Is emergency lighting operational? | S | N/A | U |

(NOTE: A fire officer's help should be solicited for requirements 8, 9, and 10.)

HEATING EQUIPMENT

- | | | | |
|---|---|-----|---|
| 11. Are boilers equipped with pressure release valves and water level gauges? | S | N/A | U |
| 12. Are boilers and water tanks checked regularly by a qualified inspector for cracks, corrosion and other defects? Requirements should be checked with the insurance company that is providing property insurance. | S | N/A | U |
| 13. Is the furnace enclosed in a separate room with fire resistive partitions, and the ceiling similarly protected? | S | N/A | U |
| 14. Is a self-closing fire door provided at the inside entrance of the furnace room. | S | N/A | U |

- | | | | | |
|-----|--|---|-----|---|
| 15. | Are all the necessary automatic limit controls provided on heating equipment, including duct systems, breaching and others in good working order and checked annually? | S | N/A | U |
| 16. | Is all heating equipment, including chimneys, flue connectors, vents from gas appliances and hot air ducts: | | | |
| a. | In good serviceable condition and well maintained? | S | N/A | U |
| b. | Properly insulated and separated from combustible storage by a minimum distance of 36 inches? | S | N/A | U |
| c. | Serviced by a qualified service person at least once a year? | S | N/A | U |
| 17. | Does the oil burner have a remote control switch? | S | N/A | U |
| 18. | Are exposed oil lines protected from physical damage? | S | N/A | U |
| 19. | The location of main gas valves should be known and means and knowledge provided for closure in emergencies as well as opening and relighting gas appliances. | S | N/A | U |

KITCHEN

- | | | | | |
|-----|---|---|-----|---|
| 20. | Is the range safely installed away from combustible material and the nearby floor protected? | S | N/A | U |
| 21. | Is there a hood above the range and is it equipped with an exhaust duct to the outside? | S | N/A | U |
| 22. | Is the hood kept free of grease accumulations? | S | N/A | U |
| 23. | Are filters used and kept clean? | S | N/A | U |
| 24. | Is the exhaust duct insulated or separated from combustible material by a safe distance, 18 inches is required? | S | N/A | U |
| 25. | Is the proper type of fire extinguisher for grease fires provided and is it in good working order? Dry chemical extinguishers containing sodium bicarbonate or potassium bicarbonate are recommended with at least a 20 "B" rating. | S | N/A | U |
| 26. | Is the refrigeration unit serviced by a qualified service person at least once a year? | S | N/A | U |

EMERGENCY ACTION MEASURES

- | | | | | |
|-----|---|---|-----|---|
| 27. | Are the fire extinguishers of proper type for the area protected? Do you know how to use them properly? Dry chemical extinguishers with "A B C" ratings are recommended in minimum 10 pound size and located not to exceed 50' travel distance. | S | N/A | U |
| 28. | Are extinguishers serviced and dated annually? | S | N/A | U |
| 29. | Is parking restricted so that the fire department would always have free access to the building? | S | N/A | U |
| 30. | Has an emergency plan been set up? Are fire drills held quarterly? | S | N/A | U |
| 31. | Are fire emergency instructions conspicuously published and up to date? | S | N/A | U |
| 32. | Do they include prompt reporting and alarm of even minor incipient fires? | S | N/A | U |

ELECTRICAL

- | | | | | |
|-----|--|---|-----|---|
| 33. | Is temporary wiring with extension cords prohibited? | S | N/A | U |
| 34. | Are all major appliances, especially laundry and kitchen equipment, properly grounded? | S | N/A | U |
| 35. | Are lighting fixtures in good physical condition and shock proof in bathrooms? | S | N/A | U |
| 36. | Are electric fuses properly maintained, sized and not overloaded with appliances, such as electric blankets, radios, clocks, coffee makers, heaters, etc.? | S | N/A | U |
| 37. | Are all known electrical problems corrected? | S | N/A | U |

SPECIAL HAZARDS

- | | | | | |
|-----|--|---|-----|---|
| 38. | Is housekeeping good in storage area? Basement? Attic? Garage and outbuildings? | S | N/A | U |
| 39. | Are smoking fire hazards under control? Is smoking prohibited in bed? | S | N/A | U |
| 40. | Are stairways adequately lighted? | S | N/A | U |
| 41. | Are paints and flammable materials stored in fully enclosed metal cabinets or in well ventilated outbuildings while being used and then discarded? | S | N/A | U |
| 42. | Are flammable liquids such as gasoline prohibited in the house? | S | N/A | U |
| 43. | Are kitchen facilities maintained and operated in sanitary manner? | S | N/A | U |
| 44. | Is there an emergency number for medical help and fire department at each telephone? | S | N/A | U |
| 45. | Are decorations required to be noncombustible when provided in any room or space used for assembly purposes? | S | N/A | U |
| 46. | Is the collection and disposal of trash safely handled in a manner to avoid hazardous accumulations of combustible material, such as the use of closed metal cans? | S | N/A | U |
| 47. | Are spaces beneath stairs free from accumulations of combustible material? | S | N/A | U |
| 48. | Are stairwells lighted and banisters provided where needed? | S | N/A | U |
| 49. | Are all holiday decorations noncombustible? | S | N/A | U |
| 50. | Are all holiday electrical decorations U.L. listed and identified as such? | S | N/A | U |
| 51. | Are live holiday trees prohibited? | S | N/A | U |
| 52. | Are fireplaces and chimneys (where present) inspected and cleaned annually? | S | N/A | U |

