

Sam Houston State University
Fire and Life Safety Inspection Form

Bldg name/#: _____ / _____ Inspector: _____

Proctor: _____ Date: _____

1. OUTSIDE

- Fire department connection blocked (weeds, bike racks, shrubs, bushes)
- Post indicator valve closed, missing wrench
- Fire hydrant - damaged threads, obstructed, needs no parking zone
- Building exit(s) blocked
- Ramp(s) blocked by bicycles
- Other _____

2. EXITS

- Evacuation routes not posted or practiced
- Storage in exit corridors/exit stairways must be removed
- Exit doors locked during working hours
- Exits not properly marked
- Exit lights not working properly, need to be repaired/replaced
- Floor designations missing in stairwells (buildings over 4 floors)
- Other _____

3. ELECTRICAL

- Electrical cord(s) present tripping hazard
- Extension cords used as permanent wiring
- Extension cords cracked, broken insulation, missing ground
- Cover plates missing
- Panel Boxes not shut or missing cover
- Exposed wiring visible
- Breakers locked in ON position
- Generator not accessible
- Access to electrical panel not per NFPA (>30")
- Emergency lighting not functioning properly
- Other _____

4. STORAGE OF MATERIALS

- Storage within 18" of sprinkler heads
- Storage within 24" of ceilings
- Storage in mechanical rooms/electrical closets
- Flammable liquids not stored in flammable liquid storage cabinet
- Storage of combustible materials near open flame/heat source
- Other _____

5. FIRE DETECTION EQUIPMENT

- Fire alarm panel not accessible to emergency personnel
- Fire alarm panel not working properly
- Pull alarms blocked/damaged
- Smoke/heat detectors damaged/ obstructed
- Fire alarm panel obstructed

Other _____

6. FIRE SUPPRESSION EQUIPMENT

- Fire extinguishers damaged
- Fire extinguishers blocked
- Fire hose cabinet blocked/damaged
- Sprinkler valves not accessible
- Post indicator valve not locked in on position
- Fire department connection caps not in place
- Fire department connection designation incorrect
- Fire department connection not clear/obstructed
- Hood and duct extinguishing system not in working order
- Hood and duct extinguishing system grease laden/ in need of cleaning
- Other _____

7. ELEVATORS

- Emergency phones not in place/operable
- Floor landings not marked
- Floor indicator lights not operable
- Braille marking not in place
- Elevator rooms not clear and free from storage
- Fire department recall not working per ANSI 17.1
- No access to elevator keys for emergency personnel
- Other _____

8. FIRE AND SMOKE SPREAD

- Ceiling tiles missing/not in place
- Fire stop needed in walls, floors, ceilings
- Fire doors blocked open
- Fire doors have been violated
- Other _____

9. HAZARD CONTROL

- Belt guards not in place
- High pressure cylinders not secured
- Oil on floors
- Other slip or trip hazard
- Evidence of smoking in building
- General housekeeping needed
- Other _____

10. LAST TESTING DATES

- Hydrants
- Fire hose
- Fire extinguishers
- Sprinklers
- Standpipes
- Fire alarm system
- Elevators
- Fixed extinguishing systems
- Emergency generators