

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