

## UCDMC Fire Prevention Fire and Life Safety Pre-inspection Checklist

Building  
Coordinator: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Department: \_\_\_\_\_  
Date of inspection: \_\_\_\_\_  
Room or Area: \_\_\_\_\_

<b>1.</b>	<b>Exiting</b>	<b>OK</b>	<b>Not OK</b>
A.	Stairwells-Storage of any kind is not permitted		
B.	Corridors-Storage of any kind, regardless of corridor width, is not permitted unless specifically permitted by regulations or in writing by the Campus Fire Marshall.		
C.	Exit Doors-Must open, close and latch properly, must not be blocked, propped open or rendered inoperable unless specifically permitted in writing by the Campus Fire Marshall.		
D.	Corridor Doors must not be damaged.		
E.	Exit Paths are clearly marked and illuminated.		
F.	Emergency (back up) lights operate properly. (Some have a red test button)		
G.	Other _____		
<b>2.</b>	<b>Housekeeping</b>	<b>OK</b>	<b>Not OK</b>
A.	Good Housekeeping has been made a priority, with all materials, processes, and storage being kept in a neat and orderly fashion.		
B.	The storage of materials does not significantly reduce aisleway widths.		
C.	Other _____		
<b>3.</b>	<b>Hazardous Materials</b>	<b>OK</b>	<b>Not OK</b>
A.	Compressed Gas Cylinders- Must be secured with chains or other approved method, and clearly identified.		
B.	Proper chemical segregation-store incompatible chemicals in separate cabinets or in separate secondary containers.		
C.	Flammable/ Combustible Liquids stored appropriately- Quantities greater than 10 gallons in any single laboratory/room must be stored in a flammable materials cabinet.		
D.	Dispensing of flammable liquids from 5-gallon containers is performed using metal UL listed pump.		
E.	Refrigerated flammable materials storage- flammable chemicals are stored in UL listed flammable materials refrigerator.		
F.	Flammable storage cabinets are equipped with self-closing doors.		
G.	Hazardous chemicals are piped in UL listed, compatible, and durable tubing.		
H.	Maximum Allowable Quantities of chemicals per control are in compliance.		
I.	Other _____		
<b>4.</b>	<b>Fire Extinguishers</b>	<b>OK</b>	<b>Not OK</b>
A.	Fire Extinguishers are accessible and have been serviced within the last 12 months.		
B.	Other _____		

<b>5.</b>	<b>Sprinkler System</b>	<b>OK</b>	<b>Not OK</b>
A.	Verify there are not any decorations or any attachments to sprinklers or associated piping.		
B.	Storage is maintained 18" below ceiling with sprinklers and 24' below ceiling in building with no sprinklers.		
C.	Sprinklers in need of replacement (damaged, corroded, painted).		
D.	Other _____		
<b>6.</b>	<b>Fire Sprinkler Standpipes</b>	<b>OK</b>	<b>Not OK</b>
A.	Access to standpipes (generally located in stairwell) and fire hose cabinets (generally in corridors) are unobstructed.		
B.	Other _____		
<b>7.</b>	<b>Recycle Containers</b>	<b>OK</b>	<b>Not OK</b>
A.	Not permitted in, or exposed to, the corridor unless approved by the Campus Fire Marshall, is UL Listed, or is a self-extinguishing container.		
B.	Must be located/secured in an alcove or other area not obstructing the exit path.		
C.	Material does not exceed the capacity of the container.		
D.	Other _____		
<b>8.</b>	<b>Electrical</b>	<b>OK</b>	<b>Not OK</b>
A.	36 inches of working space is maintained in front of all electrical panels.		
B.	Electrical outlet covers are in place and not broken.		
C.	Electrical wiring, devices and appliances in good condition and free of frayed or spliced cords		
D.	Use of extension cords or temporary power taps: 1. Extension cords are OK for use less than 90 days. 2. Surge protectors OK for use. DO NOT exceed the rated capacity of the surge protector. 3. All other uses not permitted unless specifically authorized in writing by the Campus Fire Marshall.		
E.	Extension cords and/or surge protectors are not connected in a series.		
F.	Surge protectors are not used for high wattage appliances (refrigerator, microwave, coffee pots, toaster ovens, water heaters, etc.).		
G.	Multi-plug adapters are not approved for use.		
H.	Ground fault circuit interrupters are in use near sinks or areas prone to potential electrical shock.		
I.	Remove all unauthorized forced air space heaters from facility.		
J.	Other _____		
<b>9.</b>	<b>Commercial Kitchen Hood Systems</b>	<b>OK</b>	<b>Not OK</b>
A.	The Fire Suppression Hood System is maintained, inspected, cleaned, and tested semi-annually by a State Certified Hood suppression contractor (including manual and automatic system components)?		
B.	Other _____		
<b>10.</b>	<b>Miscellaneous</b>	<b>OK</b>	<b>Not OK</b>
A.	Changes in how a room or area is used must be reviewed by Fire Prevention services. Examples include office to laboratory; office to meeting room; classroom to laboratory, etc.		
B.	Construction-Modifications to buildings, rooms or areas need to be reviewed by Fire Prevention Services. Examples include removal/addition of walls; blocking of doors; adding rooms, etc.		
C.	Other _____		

