



University Fire Department  
Office of the Fire Marshal  
611 N. Chandalar  
P.O. Box 755440  
Fairbanks, AK 99775-5540  
[www.uaf.edu/fire](http://www.uaf.edu/fire)

## SELF-INSPECTION GUIDELINE

### INSTRUCTIONS

In each category there are several specific questions relating to fire prevention and life safety. Evaluate the safety of your occupancy by circling "Y" (Yes) or "N" (No) to the right of each question. Circling No in response to any question indicates a violation of the Fire Code and may indicate the presence of an unsafe condition. If you discover a violation or an unsafe condition during the self-inspection process, please take the appropriate action to correct the violation or unsafe condition immediately.

### EMERGENCY EXITS (Means of Egress)

1. Are all designated exit doors unlocked and available for immediate use? Y / N
2. Do all exit doors fully open without the use of a key, tool, or special knowledge/effort? Y / N
3. Are all exit discharge doors free of obstructions or obstacles on the exterior that would prevent the exit door from completely opening and allowing free passage to safety? Y / N
4. Are all exit discharges leading to the building exterior adequately illuminated with lights? Y / N
5. Are all aisles, corridors, passageways and stairs leading to exit doors clear of obstructions or impediments, and free of tripping hazards? Y / N
6. Are all exit stairways and corridors free of combustible storage and hazardous materials? Y / N
7. Are all "EXIT" signs not obstructed, clearly visible, readable, and illuminated? Y / N
8. Is all emergency lighting properly working and periodically (monthly) inspected and tested? Y / N
9. Where provided, is approved panic or fire exit hardware operating correctly? Y / N

### FIRE PROTECTION SYSTEMS

1. Are all fire protection systems maintained in an operative condition at all times? Y / N
2. Are all sprinkler heads not painted, and free debris or foreign matter? Y / N

3. Kitchen hood fire suppression systems require inspection, testing and maintenance every six months. Have all Kitchen hood fire suppression systems (if provided) been inspected and tested every six months? **Y / N**
4. Where provided, is the fire suppression coverage required for cooking appliances located under each commercial kitchen exhaust hood system correct and adequately maintained? **Y / N**
5. Does each fire protection system have a current inspection/service tag attached? **Y / N**
6. Is a clear and unobstructed path provided to all fire protection systems and equipment including access doors, control panels, sprinkler system control valves and pull stations? **Y / N**

### **PORTABLE FIRE EXTINGUISHERS**

1. If present, are fire extinguishers located within 75 feet of any portion of the occupancy and within 30 feet of a commercial cooking line? **Y / N**
2. Is each portable fire extinguisher fully charged, mounted 3 to 5 feet above the floor, visible and readily accessible for use? **Y / N**
3. Is each portable fire extinguisher visually inspected every month and serviced annually? **Y / N**
4. Does each portable fire extinguisher have a *current* annual service tag attached? **Y / N**

### **FIRE DOORS, FLOORS, WALLS & CEILINGS**

1. Are all swinging fire doors maintained without door stops, wedges or any unapproved hold-open devices? **Y / N**
2. Do all swinging fire doors self-close from any open position and positively latch when closed? (latching does not mean locking and means when latched, the door will not open by itself) **Y / N**
3. Is fire-resistive rated construction, such as fire-rated dry wall, masonry and concrete floors, walls and ceilings free of holes or penetrations that spread smoke or fire? **Y / N**
4. Is suspended ceiling tile properly installed and in good condition? **Y / N**

### **STORAGE & HOUSEKEEPING**

1. Are equipment rooms such as mechanical, electrical and boiler rooms accessible and free of combustible or hazardous storage? **Y / N**
2. Is the area around furnaces, boilers and water heaters free of combustible storage and accessible at all times? **Y / N**
3. Is all inside storage orderly and not located within 2 feet of the ceiling or within 18 inches below or near any sprinkler head? **Y / N**

- |     |   |       |
|-----|---|-------|
| 4.  | Is the top of all inside storage maintained to a maximum height of 12 feet?   | Y / N |
| 5.  | Is trash, rubbish and other combustible waste not stored in a manner that would create a fire hazard or nuisance to the occupants?  | Y / N |
| 6.  | Are all compressed gas cylinders secured to prevent falling?  | Y / N |
| 7.  | Is fueled equipment, such as gasoline-fueled power washers or portable cooking appliances located outside of the building?  | Y / N |
| 8.  | Are portable propane cylinders located outside of the building, stored in a safe location away from exit doors, ignition sources and secured to prevent tampering with the valves or theft? | Y / N |
| 9.  | Are combustible materials not stored or displayed under non-sprinklered eaves, canopies or other structural projections of buildings protected with an automatic sprinkler system?          | Y / N |
| 10. | Is the quantity of hazardous materials located inside the building and on the premises limited to the maximum allowable quantity permitted?   | Y / N |

### **ELECTRICAL HAZARDS**

- |    |   |       |
|----|---|-------|
| 1. | Are extension cords utilized only in temporary applications?  | Y / N |
| 2. | Where utilized, are extension cords of the heavy-duty type, free of physical damage and unplugged when not in use?            | Y / N |
| 3. | Are power-strips UL or FM listed and equipped with over current protection (a circuit breaker)?                               | Y / N |
| 4. | Are all electrical circuits, wiring, fixtures and appliances installed and maintained in compliance with the electrical code? | Y / N |
| 5. | Are all electrical panels, junction boxes, outlets and switches protected with approved cover plates?                         | Y / N |
| 6. | Are electric motors free of accumulations of oil, waste or debris?  | Y / N |
| 7. | Is a minimum of 36 inches of clearance maintained from all electrical service equipment, breaker panels and transformers?     | Y / N |
| 8. | Is illumination provided in dedicated electrical rooms and in rooms equipped with electrical control equipment and panels?    | Y / N |

### **HEATING, VENTILATION & COOKING**

- |    |  |       |
|----|--|-------|
| 1. | Are portable electric space heaters located a minimum of 3 feet from combustible material and plugged directly into a wall outlet? | Y / N |
|----|--|-------|

- |    |   |       |
|----|---|-------|
| 2. | Is each portable electric space heater UL or FM listed, equipped with a tip-over automatic shut-off switch and unplugged at the close of business and/or when not in use? | Y / N |
| 3. | Is all mechanical and ventilating equipment free of accumulations of dust and waste material?   | Y / N |
| 4. | Are all cooking operations that produce heat, steam, smoke or grease-laden vapor located under an approved commercial kitchen exhaust hood and duct system?               | Y / N |
| 5. | Where provided, is each commercial kitchen exhaust hood and duct system free of accumulations of grease and residue and periodically cleaned to bare metal?               | Y / N |
| 6. | Are suitable noncombustible ash trays or receptacles available in designated smoking areas?   | Y / N |
| 7. | Are lighted matches, cigarettes, cigars, ashes or embers discarded in a safe manner so as not to cause a fire?  | Y / N |

#### **BUILDING & EMERGENCY VEHICLE ACCESS**

- |    |   |       |
|----|---|-------|
| 1. | Is the building address posted and clearly visible from the street?   | Y / N |
| 2. | Does the <u>fire department rapid entry key box</u> ("Knox Box") have the correct keys inside so the fire department can gain entry into the building in the event of an emergency after hours? | Y / N |
| 3. | Are all fire hydrants readily accessible and not blocked?   | Y / N |
| 4. | Are all designated fire lanes and vehicle entrances to the premises maintained clear of obstructions including storage, merchandise, and vehicles?  | Y / N |
| 5. | Where provided, are outside fire department sprinkler connections visible and accessible?   | Y / N |

University Fire Department is committed to the safety and well being of all employees, students and visitors to the University of Alaska. If you have question or concerns about fire safety issues please feel free to call the University Fire Department, Office of the Fire Marshal, at 474-6938 or 474-6303.