

## SAFETY COMPLIANCE CHECKLIST

<b>Fire Protection</b>		
<b>General</b>		
	Are fire evacuation drills conducted at least annually?	
	Are evacuation plans current?	
<b>House-keeping</b>		
	Is the facility free of trash and debris?	
	Are computer rooms limited to the minimum essential storage of tapes and papers?	
	Are flammable liquids and gases stored properly?	
<b>Exits</b>		
	Are corridors and stairways unobstructed?	
	Are exits doors unblocked?	
	Can exit doors be unlocked from inside with one motion?	
	Is exit to outside discharge unobstructed?	
	Are fire doors kept closed and latched?	
<b>Lighting</b>		
	Are exit signs illuminated where required?	
	Are emergency lights provided where needed?	
	Is emergency lighting operational?	
<b>Fire Alarm and Detection System</b>		
	Are fire alarm pull stations visible and accessible?	
	Can fire alarms be heard in all parts of the building?	
	Is the access to the fire alarm panel unobstructed?	
<b>Fire Suppression System</b>		
	Are control valves open and supervised?	
	Is access to control valves unobstructed?	
	Are storage cylinders (if present) pressurized?	
	Is the post indicator valve indicating open?	

Fire Protection (continued)

<b>Vertical Fire Integrity</b>		
	Are interior stairway doors closed?	
	Are poke-through openings sealed?	
	Are vertical shafts enclosed?	
<b>Manual Firefighting Equipment</b>		
	Are fire extinguishers provided where needed?	
	Are extinguishers inspected monthly?	
	Are extinguishers visible and access unobstructed?	