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
     - Other