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
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