



# SELF-INSPECTION FORM FOR EMERGENCY SERVICE ORGANIZATION BUILDING & GROUNDS

**IMPORTANT:** Periodic inspection of your organization's buildings and grounds can alert you and your maintenance staff to hazards which may cause damage and accidents to your buildings and those who use it. This form is provided for periodic self-inspection and is recommended for use on a quarterly basis to assist you in discovering hazards before an accident can occur. Correct all negative conditions immediately.

This self-inspection form does not intend to point out all hazards and exposures which may be found at your building. It is intended to be used as a guide to highlight major areas of exposure which are common to most emergency service organization buildings. The use of this form does not warrant that all hazards will be found and corrected.

**INSTRUCTIONS:** Please check Yes, No or NA (not applicable) answers to all questions below. All "No" answers indicate an area of **unsatisfactory conditions** and comment regarding a mesh should be made in the space provided on the back of this form. Use a separate sheet for each building.

**NAME OF ORGANIZATION:** \_\_\_\_\_

**BUILDING LOCATION:** \_\_\_\_\_

(Street Number)

(City)

(County)

(State)

(Zip Code)

**NAME OF INSPECTOR:** \_\_\_\_\_ **DATE OF INSPECTION** \_\_\_\_\_



## SECTION I - GROUNDS

1. Are parking areas, walkways, stairs, driveways, etc. free from conditions that may cause slipping or falling?  
 YES  NO  NA
2. Is exterior lighting adequate in all areas?  
 YES  NO  NA
3. Are all exterior stairs provided with handrails which are in good condition?  
 YES  NO  NA
4. Are exterior fire escapes in good condition?  
 YES  NO  NA
5. Is exterior storage of trash and rubbish at least 25 feet away from the building?  
 YES  NO  NA
6. Are daily inventory records kept for your underground fuel storage tank to insure that there is no leakage?  
 YES  NO  NA

## SECTION II - INTERIOR DOORS AND STAIRWAYS

1. Are all exit doors properly marked?  
 YES  NO  NA
2. Are all exit doors easily accessible?  
 YES  NO  NA
3. Do all exit doors open outward?  
 YES  NO  NA
4. Are all exit doors equipped with panic hardware?  
 YES  NO  NA
5. Are all doors easily opened and closed?  
 YES  NO  NA
6. Are all doorways and areas adjacent to them free of obstructions?  
 YES  NO  NA
7. Are full length, clear glass doors and windows properly identified?  
 YES  NO
8. Do all interior stairs have anti-slip treads?  
 YES  NO  NA
9. Are stairway and exit doors kept closed at all times?  
 YES  NO  NA
10. Do all interior stairways have properly secured handrails?  
 YES  NO  NA
11. Are interior stairways kept free of storage and obstructions at all times?  
 YES  NO  NA
12. Are interior stairways properly lighted?  
 YES  NO  NA

(reference-NFPA#101 Life Safety Code)

13. Is the emergency lighting system tested on a monthly basis?  
 YES  NO  NA

14. Is the emergency power generator tested on a weekly basis?  
 YES  NO  NA

## SECTION III - HEATING AND AIR CONDITIONING EQUIPMENT

1. Has heating equipment been thoroughly inspected by a qualified service man within the past year?  
 YES  NO  NA Service Date \_\_\_\_\_
2. Is heating equipment (including flues and pipes) properly insulated from combustible materials?  
 YES  NO  NA
3. Are heating and air conditioning equipment rooms free of storage?  
 YES  NO  NA
4. Are heating and air conditioning rooms restricted areas?  
 YES  NO  NA
5. Is air conditioning equipment cleaned and serviced annually?  
 YES  NO  NA

## SECTION IV - ELECTRICAL EQUIPMENT & CONTROL PANELS

1. Has the electrical system been inspected within the past five years by a certified electrician or electrical inspector?  
 YES  NO  NA
2. Are electrical panels always kept closed?  
 YES  NO  NA
3. Are electrical panels always kept clear of storage and obstructions?  
 YES  NO  NA
4. Is circuitry adequate to handle load demand (not requiring frequent fuse replacement or circuit breaker resetting)?  
 YES  NO  NA
5. Was electrical system installed by a competent electrician?  
 YES  NO  NA
6. Is electrical system regularly maintained by a competent electrician?  
 YES  NO  NA
7. Are all electrical appliances properly grounded and cleaned?  
 YES  NO  NA
8. Are electric motors adequately ventilated to prevent overheating and are they cleaned regularly?  
 YES  NO  NA
9. Are repurposed electrical cords used and are they in good condition?  
 YES  NO  NA

(reference-NFPA# 70 National Electric Code)

