

Dalhousie University
Monthly Fire and Safety Inspection Form

Building: _____

Floor (if applicable): _____

Date: Day: _____ Month: _____ Year: 20_____

Chief Fire Warden: _____

Part 1: Obstructions

	Status			Comments
Are the hallways clear of debris and obstructions?	Yes	No	N/A	
Are the stairwells clear of debris and obstructions?	Yes	No	N/A	
Are the sprinkler heads free of obstructions? An 18h clearance	Yes	No	N/A	
Are the smoke detectors clear of obstructions?	Yes	No	N/A	
Are the pull stations clear of obstructions?	Yes	No	N/A	
Are the telephones clear of obstructions?	Yes	No	N/A	
Are the gas shut-offs clear of obstructions?	Yes	No	N/A	

Part 2: Doors, Exits, & Lighting

	Status			Comments
Are the fire doors closed and latched properly?	Yes	No	N/A	
Are the stairs and floors free of tripping hazards such as frayed carpet?	Yes	No	N/A	
Are the emergency lights working properly?	Yes	No	N/A	
Are the EXIT lights working properly?	Yes	No	N/A	

Continued on Reverse Side

Part 3: Flammables and Combustibles

	Status			Comments
Are the hallways and common areas free of flammable or combustible materials?	Yes	No	N/A	
Are the hallways and common areas free of space heaters (unless approved by the University)?	Yes	No	N/A	
Are appliances or machines that contain heating elements unplugged when not in use?	Yes	No	N/A	

Part 4: Fire Extinguishers

	Status			Comments
Have the fire extinguishers been visually inspected and the tag initialled?	Yes	No	N/A	
Are the fire extinguishers hanging and in the proper locations?	Yes	No	N/A	

Part 5: Other

	Status			Comments
Are extension cords only being used for temporary power?	Yes	No	N/A	
Are the hallways and common areas free of holes or other openings, such as missing ceiling tiles that could contribute to the spread of fire?	Yes	No	N/A	
Are all light switch plates and receptacle cover plates in place?	Yes	No	N/A	
Are accessible electrical panels free of empty slots (no breaker or blank plates)?	Yes	No	N/A	

Signature

Date

Keep original copy

Send photocopy to the Safety Office