Chapter:	
Completed by:	
Month:	
Day:	
Year:	

Portable Fire Extinguishers	Notes
1. Number of fire extinguishers in building:_____	
2. Number of functional fire extinguishers in building:_____ (plese note location and disposition of non-functioning extinguishers)	

Housekeeping - General	Notes
3. Are areas clean? YES NO	
4. Are surfaces kept dry or are appropriate means taken to assure the surfaces are slip-resistant? YES NO	
5. Is an adequate cleaning schedule maintained to avoid accumulation of dust and other potential contaminants? YES NO	

Exits	Notes
6. Are exits kept free of obstructions? YES NO	
7. Are exits properly marked? YES NO	
8. Number of exit lights in building:_____	
9. Number of functional exit lights:_____ (please note location and disposition of non-functioning exit lights)	

Flammable/Combustible Storage	
10. Are all solvent wastes, and flammable liquids kept in fire resistant, covered containers until they are removed? YES NO	

Aisles and Passageways	Notes
11. Are aisles and passageways kept clear and in good repairs, with no obstruction across or in aisles that could create a hazard? YES NO	
12. Number of functional emergency lights in building:_____ (when tested for 1 minute)	
13. Number of non-functional emergency lights:_____	

Electrical	Notes
14. Are extension cords utilized for other than short-term temporary uses. YES NO	

Fire Detection System	Notes
15. Is the Fire Detection System functional? (if not, please note disposition) YES NO	
16. Last service date for Fire Detection System:_____	
17. The fire detection system box is locked and a key is on file at Public Safety. YES NO	

Life Safety Education	
18. What is the date of the last Life Safety Program:_____	
19. What is the date of the last fire drill:_____	

Officer	Signature	Date of Signature
President		
Risk Manager		
House Manager		

FOR ISE USE ONLY	
Date Received	
Staff Member Reviewing	
Approved	Not Approved
Action, if not approved	