



MILLIKIN UNIVERSITY®

Office of Inclusion and Student Engagement

1184 West Main Street
Decatur, Illinois 62522

Annual Fire Safety Checklist

Chapter:	
Completed by:	
Month:	
Day:	
Year:	

<u>Postings: Emergency Information</u>	<u>Notes</u>
1. Are emergency phone numbers posted where they can be readily found in case of an emergency? YES NO	
2. Are fire evacuation procedures posted? <input type="checkbox"/> YES NO	
<u>Portable Fire Extinguishers</u>	
3. Are all fire extinguishers inspected monthly, recharged regularly, and noted on the inspection tag? YES NO	
4. Are appropriate fire extinguishers mounted, located, and identified so that they are readily accessible? <input type="checkbox"/> YES NO	
5. Are portable fire extinguishers provided in adequate number and type? YES NO	
6. Are portable fire extinguishers distributed so that the travel distance to any extinguisher is 75 feet or less? <input type="checkbox"/> YES NO	
7. Number of fire extinguishers in building: _____	
8. Number of functional fire extinguishers in building: _____ (please note disposition and location of non-functioning extinguishers)	
<u>Housekeeping - General</u>	
9. Are all spilled materials or liquids cleaned up immediately? <input type="checkbox"/> YES NO	
10. Are mats, grating, etc. used where drainage is needed? <input type="checkbox"/> YES NO	
11. Are areas clean? <input type="checkbox"/> YES NO	
12. Are surfaces kept dry or are appropriate means taken to assure the surfaces are slip-resistant? YES NO	

13. Is an adequate cleaning schedule maintained to avoid accumulation of dust and other potential contaminants? <input type="checkbox"/> YES <input type="checkbox"/> NO	
14. Is proper housekeeping maintained? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Exits	
15. Are doors which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct? YES NO	
16. Are doors, passageways or stairways that are neither exits nor access to exits and which could <input type="checkbox"/> be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.? YES NO	
17. Are exits kept free of obstructions? <input type="checkbox"/> YES <input type="checkbox"/> NO	
18. Are exits properly marked? <input type="checkbox"/> YES <input type="checkbox"/> NO	
19. Are the directions to exits, when not immediately apparent, marked with visible signs? YES NO	
20. Are windows which could be mistaken for exit doors made inaccessible by means of barriers or railings? YES NO	
21. Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied? YES NO	
22. Does lighting in hallways and exit signs conform to government standards (5 foot-candles)? YES NO	
23. Is the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building occupancy load? YES NO	
24. Are exits adequate, and properly marked? <input type="checkbox"/> YES <input type="checkbox"/> NO	
25. Number of exit lights in building: _____	
26. Number of functional exit lights: _____ (please note disposition and location of non-functioning extinguishers)	
Flammable/Combustible Storage	
27. Are all solvent wastes, and flammable liquids kept in fire resistant, covered containers until they are removed from the area? YES NO	

28. Are all spills of flammable or combustible liquids cleaned up promptly? <input type="checkbox"/> YES <input type="checkbox"/> NO	
29. Are combustible scrap, debris, and waste materials (oily rags, etc.) removed from the area promptly? YES <input type="checkbox"/> NO <input type="checkbox"/>	
30. Is proper storage of flammable or combustible materials practiced to minimize the risk of fire including spontaneous combustion? YES <input type="checkbox"/> NO <input type="checkbox"/>	
31. Is there one clear aisle at least 3 feet wide? <input type="checkbox"/> YES <input type="checkbox"/> NO	
32. Are compressed gas cylinders stored in a ventilated area, protected from excessive heat and secured from falling? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<u>Walking/Working Surfaces</u>	
33. Are floor openings and floor holes protected? <input type="checkbox"/> YES <input type="checkbox"/> NO	
34. Are standard railings provided on the open side of exposed stairs? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<u>Aisles and Passageways</u>	
35. Are aisles and passageways kept clear and in good repair, with no obstruction across or in aisles that could create a hazard? YES <input type="checkbox"/> NO <input type="checkbox"/>	
36. Number of functional emergency lights in building: _____ (when tested for 1 minute)	
37. Number of non-functional emergency lights: _____	
<u>Electrical</u>	
38. Are there any electrical hazards present? YES <input type="checkbox"/> NO <input type="checkbox"/>	
39. Are extension cords utilized for other than short-term temporary uses. YES <input type="checkbox"/> NO <input type="checkbox"/>	
<u>Fire Detection System</u>	
40. Is the Fire Detection System functional? YES <input type="checkbox"/> NO <input type="checkbox"/> (if not please note disposition)	
41. How many times this year has the Fire Detection System been taken out of service: _____ (please note why)	
42. When were the smoke detectors batteries replaced: _____	
<u>Life Safety Education</u>	
43. What is the date of the last Life Safety Program: _____	
44. How many Life Safety Programs have	

you had this past year: _____	
45. What is the date of the last fire drill: _____	
46. How many fire drills did you have this past year: _____	

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	