Office of Environmental Health & Safety

Building Fire Watch Inspection Tour Checklist

☐ Conduct corridor walk-through of Fire Watch areas

☐ Available and operable fire extinguishers at Fire Watch areas

☐ Fire Watch personnel trained in the proper use of a fire extinguisher

☐ Review locations of all fire extinguishers

☐ Review locations of all fire alarm pull stations

☐ Review the steps to take when a fire is discovered during a Fire Watch

☐ Review the enforcement of specific policies in effect during the Fire Watch
  ☐ Smoking Policy
  ☐ Exits
  ☐ Hallways
  ☐ Smoke and Fire Separation Doors
  ☐ Doors to Patients’/ Residents’ rooms
  ☐ Office doors

☐ Review and complete the Fire Watch Log Sheet

Revised 11/11/2019
### Location:

#### Reason (Be Specific):

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### ANY OF THE FOLLOWING CONDITIONS BELOW MUST BE REPORTED IMMEDIATELY AND CORRECTED

- There is fire, smoke, or a strong smell of smoke, or other evidence of a fire or incidence of fire. PULL/SOUND THE FIRE ALARM.
- Exit door at bottom of stair is obstructed, or nonfunctional, unable to be easily opened.
- Trash, debris or other combustible materials stored in rooms or areas adjacent to the corridor.
- Firm Alarm pull stations, smoke or heat detectors are blocked, obstructed, or rendered inaccessible.
- Exit stairs lighting is not operational, areas of the stairs are dark or not visible.
- Construction materials or equipment storage obstruct the corridor, exit path, stairs, or other use areas.
- Fire alarm pull stations, smoke or heat detectors, bells or other fire alarm elements are damaged or broken.
- Corridors have trash, debris, or other materials obstructing any part of corridor, Supplies, equipment, materials, and/or waste materials are in corridors.
- Fire separations have holes or penetrations, or unprotected openings.
- Fire extinguishers are damaged, do not have the proper inspection tag, blocked, or obstructed, or rendered unavailable to immediate use.
- Fire and smoke doors are damaged, broken, or unable to close fully, and latch appropriately. Closers do not function fully to close doors.
- There are holes in walls, floors, or fire separations, or other visible changes in the building fire construction that could cause injury or risk to patients or staff.
- Exit path is blocked, or obstructed. Exit stairs have any materials or supplies, or debris in stairwell.
- Fire and smoke doors are blocked, or obstructed by materials, equipment or wedging.
- Exit lights or illumination of the corridor is burned out, or not operating properly.

**PRINT NAME:**

**SIGNATURE:**

**revised 11/11/2019**