

## FIRE PREVENTION CHECKLIST FOR DORMITORIES

Building No.: _____ Installation: _____ Date: _____	Yes	No
1. Has a building fire warden been appointed by orders and a copy been forwarded to the Fire & Emergency Services?	—	—
2. Are emergency phone numbers posted at all official telephones?	—	—
3. Are installed fire extinguishers visually inspected and operating instructions attached?	—	—
4. Are at least two remote exits available on each floor and are exits, exit access and exit discharge free of obstructions?	—	—
5. Are electrical appliances safely placed and limited in number to prevent overloading of extension cords and circuits?	—	—
6. Is small arms ammunition stored in a fire resistive room and is the fire rated room door marked with the appropriate fire division symbol?	—	—
7. Are audible fire alarm devices installed and in good condition?	—	—
8. Are troops instructed that smoking in bed and heating up floor wax ("hot waxing") is strictly prohibited?	—	—
9. Are exit and emergency illumination operational?	—	—
10. Is the building fire alarm system operational?	—	—
11. Are kitchens, where available, kept clean and free of grease accumulation?	—	—
12. Is the sprinkler/suppression system in kitchens operational?	—	—
13. Are Laundry rooms kept cleaned and highly combustible lint removed after each use of dryers?	—	—
14. Are fire doors operable and not propped open intentionally?	—	—
15. Is the fire evacuation and emergency operation plan current and are personnel familiar with the plan?	—	—
16. Are smoking restrictions enforced?	—	—
17. Are smoke detectors tested as required (once a month) and in operable condition?	—	—

**Instructions:** Complete the checklist monthly for each building. Maintain in file for one year. Corrective actions should be noted on reverse side. Submit one copy to the Installation Fire Marshal.

Printed name, rank and signature of inspecting person:

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