

FIRE PREVENTION CHECKLIST FOR EDUCATIONAL OCCUPANCIES

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 fire extinguishers visually inspected and instruction signs attached?	—	—
4. Are waste paper receptacles made of noncombustible material and emptied regularly?	—	—
5. Are exits, exit access and exit discharge free of obstructions and panic hardware in operational condition?	—	—
6. Are exit lights and emergency illumination operational?	—	—
7. Are fire alarm signals operational and audible in every room?	—	—
8. Are fire drills held and recorded?	—	—
9. Are up-to-date fire plans & evacuation procedures posted?	—	—
10. Are flameproof curtains and drapes used in auditoriums and gymnasiums?	—	—
11. Are hot plates, coffee making appliances and transformers located on a noncombustible base and unplugged if not in use?	—	—
12. Are flammables and chemicals stored in metal cabinets and proper signs posted?	—	—

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:
