



Shenandoah County Fire and Rescue Association

SELF - INSPECTION FORM

FOR EMERGENCY SERVICE ORGANIZATION BUILDING & GROUNDS

IMPORTANT: Periodic inspection of your organization's buildings and grounds can alert you and your maintenance staff to hazards which may cause damage and accidents to your buildings and those who use it. This form is provided to assist in conducting the required self-inspection done in October of each year. A complete self-inspection shall be submitted to the Shenandoah County Safety Committee by November 1st of each year. Correction of all negative conditions shall occur immediately once found.

This self-inspection form does not intend to point out all hazards and exposures which may be found at your building(s). It is intended to be used as a guide to highlight major areas of exposure which are common to most emergency service organization buildings.

Instructions: Please check Yes, No or NA (not applicable) answers to all questions below. All "No" answers indicate an area of *unsatisfactory conditions*. All NO's shall be followed up at the end of the self-inspection document describing the conditions and the corrective action taken. Use a separate sheet for each building.

NAME OF ORGANIZATION: _____

BUILDING LOCATION: _____

NAME OF INSPECTOR: _____

DATE OF INSPECTION: _____

Yes	No	N/A	SECTION I - GROUNDS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are parking areas, walkways, stairs, driveways, etc. free from conditions that may cause slipping or falling?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is exterior lighting adequate in all areas?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all exterior stairs provided with handrails which are in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are exterior fire escapes in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Address Visible from roadway?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage tanks and connected piping, valves and fittings; dispensing areas are protected against vehicular impact?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FD connections visible/good condition/caps
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exits clear?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire hydrant(s) accessible?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage of combustible rubbish not creating a hazard?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grills not located on balconies or within 10 of combustible construction?

Yes	No	N/A	EGRESS ACCESS (EXIT & EMERGENCY LIGHTS)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exits, aisles & corridors free of obstructions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit signs present/operational?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency lighting present/operational?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit signs unobstructed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Furnishings and decorations not obstructing exit access?
Yes	No	N/A	FIRE AND SMOKE RATED FEATURES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire blocking and draft stopping maintained?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smoke barriers are maintained?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smoke and rated fire doors operational? (Swinging fire doors shall close from the full open position and latch automatically)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No door wedges or fold down feet utilized on fire rated doors?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire doors and smoke barrier doors are not blocked or unobstructed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All required fire-rated construction maintained?
Yes	No	N/A	STORAGE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage neat and orderly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustible materials are not stored in boiler, mechanical, electrical equipment rooms?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage maintained 18" below sprinkler heads and 2' below ceilings that are not sprinklered?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rubbish, oily rags, waste material properly stored?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No combustibles stored in exits or exit enclosures
Yes	No	N/A	FLAMMABLE/COMBUSTIBLE LIQUIDS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage of flammable and combustible liquids are orderly and neat?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All flammable and combustible liquids stored in a proper container?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Portable fire extinguisher provided in the area flammable and combustible liquids are stored?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flammable and combustible liquids container prevent the release of vapors from entering the atmosphere?
Yes	No	N/A	FIRE EXTINGUISHERS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers readily accessible/not blocked/suitable location?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers mounted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers properly serviced and maintained?
Yes	No	N/A	HAZARDOUS MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No hazardous materials have been released on the ground or atmosphere?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Propane tanks over 2.5 lbs are not stored inside the buildings unless meeting code requirements?
Yes	No	N/A	SPRINKLER SYSTEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Controls readily accessible?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valves locked, open, or supervised?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler system inspected?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heads in good condition? (Heads should not be painted unless not by the factory)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spare heads present?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zone map displayed?
Yes	No	N/A	FIRE ALARM EQUIPMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zone map displayed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pull stations unobstructed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alarm system inspected?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign posted near all pull stations that are not monitored by a supervising station?

Yes	No	N/A	HOOD SUPPERSSION SYSTEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguisher is compatible with the suppression hood?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hood extinguishing system serviced at least every 6 months?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Properly cleaned/maintained hoods?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All cooking appliances used for commercial purposes that produce grease vapors are protected by a Type I hood system?

Yes	No	N/A	ELECTRICAL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Panel box is properly labeled?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unfused multiplug adapters are not being utilized?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surge protectors not plugged into other surge protector?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extension cords are not used as permanent wiring?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30" clear access to electrical panels provided?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extension cords and/or surge protector not run through walls, ceilings, floors, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All electrical hazards abated?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No open junction boxes and open-wiring splices?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extension cords are plugged directly into receptacles?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ampacity of all extension cords are not less than the rated capacity of the item being supplied?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All portable electric heaters plugged directly to a receptacle?

Yes	No	N/A	INTERIOR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupant loads posted? (Should be posted in a conspicuous place, near the main exit or exit access doorway from the room)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All portable electrical heaters located at least 3 feet from combustible materials?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structure has not had any alterations to construction that was not permitted through the Shenandoah County Building Inspection Department?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flammable furnishings and decorative materials not being used?

Yes	No	N/A	EXIT DOORS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit hardware present/operational?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All egress doors readily openable from the egress side without the use of a key or special knowledge?

COMMENTS: (If an explanation is needed for the above questions, please comment below. If any "NO" block is checked, indicate action taken and date to be corrected.)

Item	Action taken
1.	
2.	
3.	
4.	
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12.	
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14.	