Property Self-Inspection Checklist

This list should be used as a guide to prepare your own self-inspection checklist.

Date of Inspection_____ Prepared by_____

Location _____

Are conditions and protections satisfactory?

All "NO" answers require comments and a completion date for corrective action.

	Yes	No	Comments
I. Fire Fighting Equipment			
1. In good physical condition and properly charged.	☐	☐	_____
2. Inspected, tagged, and dated within past 12 months	☐	☐	_____
3. Adequate number, size, class, and distribution of extinguishers	☐	☐	_____
4. Employees are properly trained	☐	☐	_____
5. All vehicles and other mobile equipment provided with extinguishers	☐	☐	_____
II. Electrical			
1. Wiring unfrayed, in good condition and properly grounded	☐	☐	_____
2. Switch panels and fuse boxes closed	☐	☐	_____
3. Switch panels and fuse boxes not hot "to the touch"	☐	☐	_____
4. Fuse box/circuit breaker switches labeled and boxes numbered	☐	☐	_____
5. Extension cords are proper type, heavy duty and in good condition (avoid light-duty household type)	☐	☐	_____
6. Extension cords are not run under carpet or rugs	☐	☐	_____
7. Extension light sockets insulated			
8. Portable tools grounded or double insulated	☐	☐	_____
9. Lock-out devices provided and used	☐	☐	_____
10. Clear access to power panel boxes	☐	☐	_____
11. Explosion proof lighting fixtures installed in Class I, Division 1 locations	☐	☐	_____
12. Periodic infrared inspection of critical operations and equipment	☐	☐	_____

	Yes	No	Comments
III. HVAC			
1. Inspected and maintained by a qualified person	☐	☐	_____
2. Service contract in place with a licensed and insured HVAC contractor	☐	☐	_____
3. Trash and other combustibles kept away from equipment	☐	☐	_____
4. Air filters are clean	☐	☐	_____
IV. Housekeeping			
1. Trash receptacles emptied regularly, at least daily	☐	☐	_____
2. Outside grounds free of trash, brush, etc.	☐	☐	_____
3. Exits marked and free of storage	☐	☐	_____
4. Oily and soiled rags, mops, etc., kept in self-closing metal containers	☐	☐	_____
5. Trash, pallets, and any other combustibles kept away from the building	☐	☐	_____
6. Use only specially designed products to absorb an oily spill	☐	☐	_____
V. Storage			
1. Flammable and explosive materials stored and handled safely	☐	☐	_____
2. Bagged materials properly stacked with no leaning piles	☐	☐	_____
3. Drums flammable/combustible liquids not stacked	☐	☐	_____
4. Compressed gas cylinders properly secured and valve covers in place	☐	☐	_____
5. Oxygen cylinders separated from combustible gases	☐	☐	_____
6. Fire doors are not blocked	☐	☐	_____
VI. Smoking			
1. Policy written and enforced	☐	☐	_____
2. Designated smoking area provided	☐	☐	_____
3. Proper receptacles (ashtrays) provided	☐	☐	_____
4. No smoking signs posted	☐	☐	_____

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