1. EXTERIOR
   ___Fire department connection blocked (weeds, bike racks, shrubs, bushes) (IF APPLICABLE)
   ___Post indicator valve closed, missing wrench (IF APPLICABLE)
   ___Fire hydrant - damaged threads, obstructed, needs no parking zone
   ___Building exit(s) blocked
   ___Ramp(s) blocked by bicycles
   ___Guard rails/hand rails missing, damaged or not secure
   ___Other ____________________________________________________

2. EXITS/MEANS OF EGRESS
   ___Evacuation routes not posted or practiced
   ___Storage in exit corridors/exit stairways
   ___Exit access obstructed (interior)
   ___Exit doors locked during working hours
   ___Exit door does not open properly
   ___Double Keyed deadbolt on door lock
   ___Exits not properly marked
   ___Guard rails/hand rails missing, damaged or not secure
   ___Floor designations missing in stairwells (buildings over 4 floors) (IF APPLICABLE)
   ___Other ____________________________________________________

3. EXITS/EMERGENCY LIGHTING
   ___Exit lights out or not working properly
   ___Exit signage damaged or deteriorated
   ___Exit signage not directing to the escape route
   ___Emergency exit route not marked (exit sign installation required)
   ___Lights out in stairways or hallways
   ___Emergency lighting not functioning/properly hardwired
   ___Panic hardware/fire exit hardware damage or missing

4. IDENTIFICATION
   ___Roof access not properly identified
   ___Mechanical room not properly identified
   ___Custodial room not properly identified
   ___Room/Lab not properly identified
   ___Maximum occupancy postage (recommended)
   ___Emergency information not posted (laboratories/chemical storage areas/pesticide storage areas)

5. ELECTRICAL
   ___Electrical cord(s) present tripping hazard
   ___Extension cords used as permanent wiring
   ___Extension cords cracked, broken insulation, missing ground
__Improper use of extension cord/in use above ceiling tile
__Multiple adapters without GFCI breaker in use
__Non-GFCI receptacle within 6’ of wet area
__Power strips connected in series
__Electrical outlet/switch plate cover is missing or damaged
__Electrical outlet visibly damaged
__Electrical outlet overloaded
__Electrical junction box cover missing
__Panel blanks missing
__Panel box cover lock damaged, broken or missing
__Panel box cover missing
__Panel access obstructed
__Breakers locked in ON position
__Generator not accessible (IF APPLICABLE)
__Exposed wiring visible
__Light strings pinched in ceiling tiles
__Light strings stapled or tacked
__Inadequate emergency shutoff equipment
__Improper Lock Out/Tag Out procedures
__Other______________________________

5. STORAGE OF MATERIALS
__Storage within 18” of sprinkler heads (IF APPLICABLE)
__Storage within 24” of ceilings
__Storage in mechanical rooms/electrical closets
__Excessive storage of combustible materials/storage near open flame/heat source
__Maximum allowable quantity of flammable liquids exceeded
__Flammable liquids not stored in flammable liquid storage cabinet
__Improper venting of flammable liquid storage cabinet
__Duct on flammable liquid storage cabinet made of non-approved material
__Flammable stored in household refrigerator, freezer or walk-in cooler
__Improper labeling and dating of chemicals (primary and secondary) – including drums and ASTs
__Storage of chemicals above eye level
__Chemicals stored on floor
__Damage, leaking or deteriorating chemical containers
__Improper accumulation of chemicals
__Improper chemical segregation
__Storage of old chemicals/lecture bottles
__Improperly labeled chemical waste
__Improperly secured compressed gas cylinders
__Improper storage of propane gas cylinders
__Other______________________________

6. FIRE DETECTION EQUIPMENT
__Fire alarm panel obstructed or damaged
__Fire alarm panel not properly secured
__Pull alarms stations obstructed or damaged
__Smoke/heat detectors damaged/ obstructed
Smoke/heat detector equipment required
Fire alarm notification device obstructed or damaged
Other ________________________________

7. FIRE SUPPRESSION EQUIPMENT
   Fire extinguishers missing or not properly installed
   Fire extinguishers obstructed or damaged
   Fire hose cabinet/standpipe connection obstructed or damaged (IF APPLICABLE)
   Sprinkler valves not accessible (IF APPLICABLE)
   Sprinkler head/spray pattern obstructed (IF APPLICABLE)
   Sprinkler escutcheon missing (IF APPLICABLE)
   Fire department connection caps not in place (IF APPLICABLE)
   Fire department connection not labeled (IF APPLICABLE)
   Fire department connection obstructed (IF APPLICABLE)
   Fire pump control panel obstructed (IF APPLICABLE)
   Hood and duct extinguishing system not in working order (IF APPLICABLE)
   Hood and duct extinguishing system grease laden/ in need of cleaning (IF APPLICABLE)
   Other ________________________________

8. FIRE AND SMOKE SPREAD
   Ceiling tiles missing, not in place or damaged
   Penetrations in floor, wall or ceilings not properly fire stopped (filled in with fire retardant)
   Conduit is not properly fire stopped
   Fire doors blocked open
   Fire doors not closing or latching properly
   Fire dampers blocked open
   Other ________________________________

10. HAZARD CONTROL
    Safety guards missing, not in place, or damaged
    Oil on floors
    Other slip or trip hazard
    Evidence of smoking in building
    No Smoking Signage required
    HVAC duct/vent obstructed
    Light cover or bulb missing or needs replacement
    General housekeeping needed
    Possession of restricted candles, incense burners, oil lamps or similar item with open flame
    Emergency safety shower and/or eyewash station access obstructed
    Portable heater auto shutoff protection (recommended)
    Other _______________________________________

12. OTHER
    Laboratory door kept open
    Bunsen burner tube deteriorated
    Bunsen burner used in BSC
    Other ________________________________
11. INSPECTION DATES (IF APPLICABLE)
   - Hydrants (annual)
   - Firehose (annual)
   - Fire extinguishers (monthly visual inspection, annual maintenance inspection, and 5-6 hydrostatic testing, if applicable)
   - Sprinklers (annual)
   - Standpipes (annual)
   - Fire alarm system (annual)
   - Elevators (annual)
   - Fixed extinguishing systems (annual)
   - Emergency generators (annual)
   - Boilers (power generation – annual, hot water heat – 2yrs)
   - Natural gas (residence – 2yrs, other – 5 yrs)
   - Emergency safety shower (annual)
   - Fume hood (annual)
   - AED Equipment (daily visual inspection, monthly and annual maintenance inspection)