Fire and Life Safety
Self-inspection Checklist for UC Berkeley Building Staff

I. EXITING

1. Are corridors/hallways clear of all obstructions? ☐ ☐ □
2. Are stairwell/stairways clear of all obstructions? ☐ ☐ □
3. Are the electrically illuminated exit signs working (lighting)? ☐ ☐ □
4. Are exit stairwell doors (fire doors) being kept closed? ☐ ☐ □
   *Exception: If rated fire door is held open by an electromagnetic door holder activated by a smoke detector.*
5. Can interior exit doors be opened in one motion and without use of a key or special knowledge or effort? ☐ ☐ □

II. FIRE AND LIFE SAFETY DEVICES/EQUIPMENT

1. If your building has a fire alarm system, are the hand-pulls visible (no obstruction)? ☐ ☐ □
2. Are your fire extinguishers visible (no obstructions)? ☐ ☐ □

III. STORAGE ROOMS

1. Are storage rooms being kept in a neat and orderly manner? ☐ ☐ □
   *NOTE:* Storage is not permitted under stairwells / staircases

IV. FIRE HAZARDS

1. Are extension cords being used in lieu of permanent wiring? ☐ ☐ □
2. Are space heaters being used (not permitted)? ☐ ☐ □
3. Are flammable liquid storage requirements followed? ☐ ☐ □
   *Fact Sheet: Requirements For Storage and Use of Flammable Liquids in Campus Research and Teaching Laboratories*

V. EMERGENCY PLANS

1. Are your building fire prevention and emergency action plans up to date? ☐ ☐ □
2. Is staff aware of persons(s) in their area who may need assistance out of the building? ☐ ☐ □
3. Are employees aware of the campus fire alarm evacuation procedures? ☐ ☐ □
   *Fact Sheet: Evacuating Campus Buildings Upon Activation of a Fire Alarm*

Questions, please contact fireprevention@berkeley.edu, 510-642-3073