

Fire and Life Safety

Self-inspection Checklist for UC Berkeley Building Staff

I. EXITING

- | | YES | NO | Corrected |
|---|--------------------------|--------------------------|-----------|
| 1. Are corridors/hallways clear of all obstructions? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2. Are stairwell/stairways clear of all obstructions? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3. Are the electrically illuminated exit signs working (lighting)? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4. Are exit stairwell doors (fire doors) being kept closed?
<i>Exception: If rated fire door is held open by an electromagnetic door holder activated by a smoke detector.</i> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5. Can interior exit doors be opened in one motion and without use of a key or special knowledge or effort? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

II. FIRE AND LIFE SAFETY DEVICES/EQUIPMENT

- | | YES | NO | Corrected |
|---|--------------------------|--------------------------|-----------|
| 1. If your building has a fire alarm system, are the hand-pulls visible (no obstruction)? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2. Are your fire extinguishers visible (no obstructions)? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

III. STORAGE ROOMS

- | | YES | NO | Corrected |
|--|--------------------------|--------------------------|-----------|
| 1. Are storage rooms being kept in a neat and orderly manner?
NOTE: Storage is not permitted under stairwells / staircases | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

IV. FIRE HAZARDS

- | | YES | NO | Corrected |
|--|--------------------------|--------------------------|-----------|
| 1. Are extension cords being used in lieu of permanent wiring? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2. Are space heaters being used (not permitted)? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3. Are flammable liquid storage requirements followed?
Fact Sheet: Requirements For Storage and Use of Flammable Liquids in Campus Research and Teaching Laboratories | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

V. EMERGENCY PLANS

- | | YES | NO | Corrected |
|---|--------------------------|--------------------------|-----------|
| 1. Are your building fire prevention and emergency action plans up to date? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2. Is staff aware of persons(s) in their area who may need assistance out of the building? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3. Are employees aware of the campus fire alarm evacuation procedures?
Fact Sheet: Evacuating Campus Buildings Upon Activation of a Fire Alarm | <input type="checkbox"/> | <input type="checkbox"/> | _____ |