

FIELD STATION ANNUAL INSPECTION CHECKLIST

Inspection to be performed between May 1st and June 15th annually

Completed inspections shall be submitted electronically to fireprevention@berkeley.edu

Inspected By: _____ **Date:** _____

Signature: _____ **Location:** _____

Training

Y N N/A

1. All visitors are given a safety orientation, which includes fire safety education covering location, evacuation and shelter in place procedures.

Fire and Life Safety

Y N N/A

1. Street Address is posted and clearly visible. On site road signage to assist navigation of the site is maintained and visible. (Evaluate as if you were a first responder on the site for the first time at night).
2. There is no accumulation of waste or combustible materials that could contribute to the spread of fire.
3. 30" of Clearance of combustible material is maintained from heat producing appliances.
4. 36" of Clearance is maintained in front of electrical panels.
5. There are no openings in walls or ceilings that could facilitate fire spread, such as damaged sheetrock or missing ceiling tiles.
6. Extension cords are not used in-lieu of permanent wiring or running under rugs or subject to physical damage such as foot traffic. (Extension cord power strips or surge protectors can be used but never ran in series).
7. Electrical switch or outlet plates are not missing.
8. Electrical circuit breakers are not taped or secured in the on position. (This is often done to prevent persons from turning off an appliance such as a refrigerator or equipment but defeats the circuit safety feature).
9. Emergency egress lighting has been tested and is in working condition.
10. Dry Grass has been cut or mowed to 4" or less within 100' of buildings. The shorter the grass the better.
11. All dead plants, shrubs or unnecessary combustible material are removed within 30' of a building.

Y N N/A

12. Tree branches are not hanging over roofs or within 10' of a chimney.
13. Chimneys have spark arrestors.
14. Flammable debris such as leaves and pine needles have been removed from roofs.
15. Flammable debris has been cleared away from propane tanks to a minimum of 10'.
16. Emergency procedures are in place for handling medical, fire, and other emergencies. Visiting guests are provided with this information.
17. Emergency contacts and evacuation routes are posted in all buildings.
18. Portable fire extinguishers are mounted no more than 2' to 5' from the floor. Fire extinguisher signage is above the extinguisher or on the cabinet.
19. Portable fire extinguishers are located no more than 50 feet apart in laboratories or shops and no more than 75' for all other buildings for every 3,000 sq' of area.
20. Portable fire extinguishers are inspected monthly and serviced annually.
21. All exits, stairways, and corridors are free of obstructions.
22. Smoke alarms/detectors are present in in any room used for sleeping, and in areas accessing sleeping rooms, ie the hallway and in the main common area but no closer than within 10' of a cooking appliance, air duct or bathroom.
23. Smoke alarms and detectors are inspected and tested every six months. If non-functional or greater than 10 years old, they are replaced immediately. Newly installed units shall contain a 10 year sealed lithium battery including hard wired units. Note: To determine age of unit it will need to be removed to view the manufacture date on the back of the detector. It is recommended that after viewing the date, place a label, sticker or write the manufacturer date with a permanent marker on the face of the detector in a location that does not interfere with the operation of the detector but can be viewed on future inspections without having to remove the detector.
24. Carbon monoxide alarms or combination smoke/CO alarms are present in units that contain fuel burning appliances, a fireplace or an attached garage. Guidance for quantity and location can be obtained by contacting the Fire Marshal's Office at fireprevention@berkeley.edu.
25. Where fire alarms and fire sprinklers are present, they are visually inspected quarterly and tested annually.
26. First aid kits (and AEDs, if available) are maintained.
27. Compressed gas cylinders are properly secured with two metallic restraints, one at the top 1/3 and bottom 1/3 of the cylinder or in an approved cart. Each cylinder shall be restrained separately or properly nested.
28. Gas cylinders are capped when not in use.

Y N N/A

- 29. Fire doors, if present, are not propped open.
- 30. Flammable liquids are stored in safety cans, metal drums, or inside flammable liquid storage cabinets.
- 31. Combustible materials (trash, wipes, boxes, paper) are stored safely and are removed regularly from work areas.
- 32. Oily rags are placed in an approved self-closing metal container and emptied regularly.
- 33. If a Kitchen Ansul extinguishing system is present, has it been serviced within the last 6 months?
- 34. Has the site been inspected by a Local Fire Agency or Jurisdiction within the last 12 months?
If so, please include the findings in the comments section.

Comments