



## Assembly Annual Inspection Checklist

*This inspection checklist is provided as a courtesy to assist with your Annual Fire & Life Safety Inspection requirements*

Facility Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State & Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

P	F	N/A	General Housekeeping Precautions
---	---	-----	----------------------------------

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Accumulation of combustible waste materials           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Weeds, grass, vines capable of being ignited          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proper storage of combustible rubbish                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Containers of combustible rubbish in proper locations |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Compliance with open flame, fire & burning            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vehicle impact protection general                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fueled equipment (lawn equipment, generators, etc.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storage maintained 18" below sprinkler deflector      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storage in electrical, boiler, mechanical rooms, etc. |

P	F	N/A	Emergency Planning & Fire Service Features
---	---	-----	--

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire safety, evacuation & emergency preparedness plans            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire apparatus access roads                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire apparatus access markings                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire apparatus access obstructions (vehicles parked in fire lane) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Access to building openings & roofs                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Address visible from street (6" letters)                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Key box access & verification of necessary keys                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire protection water supplies                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire protection/utility equipment access/identification           |

P	F	N/A	Electrical Equipment & Wiring Hazards
---	---	-----	---------------------------------------

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electrical wiring to NFPA 70, current edition                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proper illumination of elect., boiler, mechanical rooms, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Working space & clearance of electrical service equip.        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proper identification & labeling of doors                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proper use of extension cords                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Unapproved condition (missing covers, switches, outlets, etc) |

P	F	N/A	Fire Resistance & Rated Construction
---	---	-----	--------------------------------------

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Penetrations sealed in floors, walls & ceilings (missing tiles) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hold open and closer devices (door holders, dampers, etc.)      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Door operations compliant                                       |

P	F	N/A	Interior Finish, Decorative Materials & Furnishings
---	---	-----	---

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | General provisions                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Interior wall, ceiling & floor finishes          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Artwork & teaching materials (20% of wall space) |

P	F	N/A	Fire Protection
---	---	-----	-----------------

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire alarm system maint. in operative condition (current tag) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Access control drops out upon alarm or power loss             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Offsite monitoring service of systems (current tag)           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler system maint. in operative condition (current tag)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hood suppression maint. in operative condition (current tag)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Excessive grease build-up & cleaning records                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Extinguishers maint. in operative condition (current tag)     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Extinguishers unobstructed & unobscured                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Extinguisher hangers, brackets & cabinets                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Access to fire department connections                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Locking FDC connection caps                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Clear space around FDC connections                            |

P	F	N/A	Means of Egress
---	---	-----	-----------------

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Means of egress obstructed (reduced or blocked)        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Emergency lighting operational under battery power     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Door swing direction                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Door opening force                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Door locks & latches                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Access controlled egress doors                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Panic & fire exit hardware maintenance                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exit Signs visible and operational under battery power |

P	F	N/A	Other
---	---	-----	-------

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Discontinuing operation of unsafe appliances     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Elevator operation, service, signs & keys        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Backflow prevention devices comply with the TECQ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Emergency 911 phone by the pool                  |

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspector's Name: \_\_\_\_\_

Responsible Person: \_\_\_\_\_