



“Huffy and Friends”

Tulsa Firefighter’s Educational Clowns
4306 South Peoria, Box 911, Tulsa, OK 74105
Office: (918) 610-8122 Fax: (918) 622-0833
E-mail: huffytheclown@cox.net
Web Site: www.tfdclowns.com



Helpful Building Safety Inspection Tips

Periodic inspection of your organization’s buildings and grounds can alert you and your maintenance staff to hazards that may cause damage and accidents to your buildings and those who use it. This form is provided for periodic inspection and is recommended for use on a quarterly basis to assist you in discovering hazards before an accident can occur. Correct all negative conditions immediately.

This inspection form does not intend to point out all hazards and exposures that may be found at your building. It is to be used as a guide to highlight major areas of exposure that are common to most emergency service organization buildings. The use of this form does not warrant that all hazards will be found and corrected.

INSTRUCTIONS: Please check Yes, No or NA (not applicable) answers to all questions below. All “No” answers indicate an area of unsatisfactory conditions and comment regarding same should be made in the space provided on the back of this form. Use a separate sheet for each building.

NAME OF ORGANIZATION: _____

BUILDING LOCATION: _____

(Street Number) _____

(City) _____

(State) _____ (Zip Code) _____

NAME OF INSPECTOR: _____

DATE OF INSPECTION _____

(Continued) - SECTION II - INTERIOR DOORS AND

STAIRWAYS

9. Are stairway and exit doors kept closed at all times? • YES • NO • NA

**10. Do all interior stairways have properly secured handrails?
• YES • NO • NA**

**11. Are interior stairways kept free of storage and obstructions at all times?
• YES • NO • NA**

**12. Are interior stairways properly lighted? • YES • NO • NA
(Reference-NFPA #101 Life Safety Code)**

**13. Is the emergency lighting system tested on a monthly basis?
• YES • NO • NA**

**14. Is the emergency power generator tested on a weekly basis?
• YES • NO • NA**

SECTION III - HEATING AND AIR CONDITIONING EQUIPMENT

**1. Has heating equipment been thoroughly inspected by a qualified service person within the past year? • YES • NO • NA
Service Date _____**

2. Is heating equipment (including flues and pipes) properly insulated from combustible materials? • YES • NO • NA

**3. Are heating and air conditioning equipment rooms free of storage?
• YES • NO • NA**

**4. Are heating and air conditioning rooms' restricted areas?
• YES • NO • NA**

**5. Is air conditioning equipment cleaned and serviced annually?
• YES • NO • NA**

SECTION IV - ELECTRICAL EQUIPMENT & CONTROL PANELS

1. Has the electrical system been inspected within the past five years by a certified electrician or electrical inspector?

- YES
- NO
- NA

2. Are electrical panels always kept closed?

- YES
- NO
- NA

3. Are electrical panels always kept clear of storage and obstructions?

- YES
- NO
- NA

4. Is circuitry adequate to handle load demand (not requiring frequent fuse replacement or circuit breaker resetting)?

- YES
- NO
- NA

5. Was electrical system installed by a competent electrician?

- YES
- NO
- NA

6. Is electrical system regularly maintained by a competent electrician?

- YES
- NO
- NA

7. Are all electrical appliances properly grounded and cleaned?

- YES
- NO
- NA

8. Are electric motors adequately ventilated to prevent overheating and are they cleaned regularly?

- YES
- NO
- NA

9. Are proper size electrical cords used and are they in good condition?

(Reference-NFPA #70 National Electric Code)

- YES
- NO
- NA

SECTION V – KITCHEN EQUIPMENT - COMMERCIAL TYPE

- 1. Is all commercial cooking equipment protected as recommended by NFPA #96?**
• YES • NO • NA
- 2. Is hood and duct exhaust system installed according to NFPA #96 guidelines?**
• YES • NO • NA
- 3. Are grease filters U.L. listed for grease extraction and installed according to NFPA #96?**
• YES • NO • NA
- 4. Are the hood and duct system cleaned at least on a semi-annual basis?**
• YES • NO • NA
- 5. Are the kitchen appliance protected with an automatic fire extinguishing system?**
• YES • NO • NA
- 6. Is the fire extinguishing system serviced and inspected at least on a semi-annual basis?**
• YES • NO • NA

SECTION VI – HOUSEKEEPING

- 1. Are storage and supply rooms kept clean and orderly?** • YES • NO • NA
- 2. Are trash and rubbish stored in metal containers?** • YES • NO • NA
- 3. Are all flammable items (paint, lacquer, paint thinner, etc.) kept in safety containers and stored in approved metal cabinets?** • YES • NO • NA
- 4. Are adequate ashtrays and metal waste receptacles provided in each room?**
• YES • NO • NA
- 5. Are only non-flammable cleaning agents used throughout the entire building?**
• YES • NO • NA
- 6. Is ready disposal of combustible wastes provided?** • YES • NO • NA

(Continued) SECTION VI - HOUSEKEEPING

7. Are areas used for public meetings or other functions always thoroughly checked before securing? • YES • NO • NA

8. Are rags, cloths, etc. used in cleaning stored in an approved, self- closing metal container? • YES • NO • NA

SECTION VII-FIRE PROTECTION

1. Are all the fire extinguishers tagged, serviced and inspected annually?
• YES • NO • NA

2. Are all fire extinguishers tagged with latest service record and inspection date? • YES • NO • NA

3. Are fire extinguishers located within 75 feet from any point on each floor?
• YES • NO • NA

4. Are extinguishers properly protected from damage and freezing?
(Reference NFPA #10) • YES • NO • NA

5. Is building protected with smoke/heat detection system?
• YES • NO • NA

6. Is smoke/heat detection system tested and inspected on a monthly basis?
(Reference NFPA #72) • YES • NO • NA

7. Is there a two-inch drain test performed on the sprinkler system on a quarterly basis? • YES • NO • NA

COMMENTS:

(If an explanation is needed for the above questions, please comment below. If any "NO" block is checked, indicate action taken and date to be corrected.)

SECTION NUMBER	ITEM NUMBER	ACTION TAKEN	CORRECTION BY	DATE CORRECTED
---------------------------	------------------------	-------------------------	--------------------------	---------------------------

Inspector: _____

Official: _____

Date: _____