



March 2000  
REV January 2009

## UC DAVIS FIRE DEPARTMENT SELF INSPECTION CHECKLIST

Safety Coordinator: \_\_\_\_\_ Department: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Building CAAN#: \_\_\_\_\_  
 Date of Inspection: \_\_\_\_\_ Floor or Area: \_\_\_\_\_

### 1. EXITING

**OK**

**Not OK**

- |   |  |  |
|---|--|--|
| A. Stairwells-Storage of any kind is not permitted  | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| B. Corridors-Storage of any kind, regardless of corridor width, is not permitted unless specifically permitted by regulations or in writing by the UCD Fire Department.         | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| C. Exit Doors-Must open, close and latch properly. Must not be blocked, propped open or rendered inoperable unless specifically permitted in writing by the UC Fire Department. | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> |
| D. Corridor doors must not be damaged.  | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| E. Exit paths are clearly signed and illuminated.   | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| F. Emergency (back up) lights operate properly (Some have a red test button)  | <input type="checkbox"/>                             | <input type="checkbox"/>                             |

### 2. HAZARDOUS MATERIALS

- |  |                          |                          |
|--|--------------------------|--------------------------|
| A. Compressed Gas Cylinders-Must be secured with chains or other approved method, and clearly identified. EH&S Safety Net #60.   | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Flammable/Combustible Liquids-Must have less than 10 Gallons in any single laboratory/room, in use at any one time.   | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Storage-In original shipping containers or approved safety containers (maximum 5 gallons). Total aggregate of materials in safety containers must not exceed 25 gallons.  | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Dispensing-Dispensing from containers exceeding 5 gallons is not permitted unless using a listed pump in accordance with California Fire Code requirements. Annual permit must be obtained from UC Fire Department. | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Quantities in excess of 10 gallons and not in safety containers, or greater than 25 gallons in safety containers, must be stored in a Flammable Liquid Storage Cabinet.   | <input type="checkbox"/> | <input type="checkbox"/> |

**3. SPRINKLER SYSTEM**

- A. Verify there are not any decorations or any attachments to sprinklers or associated piping.
- B. Storage is maintained 18” below ceiling and 24” below ceiling in unsprinklered buildings
- C. Sprinklers in need of replacement (damaged, corroded, painted).

**4. FIRE EXTINGUISHERS**

- A. Fire extinguishers are accessible, the gauge reads in the Green charged area, (except CO2 extinguishers which don’t have a gauge), serviced within last 12 months, cabinet door is operable, extinguisher mounted within 18” of floor to not more than 5 feet from top of extinguisher.
- B. Monthly inspection by building safety coordinator.

**5. STANDPIPES**

- A. Access to standpipes (generally located in stairwell), fire hose cabinets (generally in corridors) is unobstructed.

**6. RECYCLE CONTAINERS**

- A. Not permitted in or exposed to corridor unless UCD Fire Department approved, UL Listed, self-extinguishing container and is located/secured in an alcove or other area not obstructing exit path.
- B. Material does not exceed capacity of container.

**7. ELECTRICAL**

- A. A three (3) Foot working space is maintained in front of all electrical panels.
- B. Electrical outlet covers are in place and not broken
- C. No exposed wiring.
- D. Use of extension cords or temporary power taps:
  - 1.OK for use less than 90 days
  - 2.Surge suppressors OK for use with computer equip.
  - 3.All other uses not permitted unless specifically authorized in writing by the UC Fire Department

**8. MISCELLANEOUS**

- A. Change in occupancy or use. Changes in how a room or area is used must be reviewed by the Fire Department. Examples include office to laboratory; office to meeting Room; classroom to laboratory; etc.
- B. Construction-Modifications to buildings, rooms or areas need to be reviewed by the Fire Department. Examples include removal/addition of walls; blocking of doors; adding rooms, etc. aesthetic modifications, which involve painting, etc., do not need review by the Fire Department, but may need coordination to prevent accidental activation of smoke detectors.

**Please complete the following page with remarks for any items that were checked “not OK” with a plan for correction of the deficiencies. If a work order is placed please provide number.**

