

Building Inspection Checklist for Fire and General Safety

This Checklist is to be used for building inspections by building coordinators and faculty members when fire and general safety is being checked. The inspection form is designed to prompt the inspector to observe for the conditions listed and respond in the “yes” column if everything is in order. Any “no” answer should be accompanied by an explanation in the “comments” column to assist in identifying and correcting the problem.

Please Note: if a work order is put in to correct any issues, the work order number should be included in the comments.

Item #	YES	NO	Description	Comments
Means of Egress (corridors and passageways to exits, including the exit)				
1			Are stair handrails in place on both sides of staircase and in good condition?	
2			Are stair treads in good condition?	
3			Are hallways and exits clear and uncluttered with unobstructed exits?	
4			Are exit doors unobstructed on the outside?	
5			Do exit doors swing in the direction of exit travel with panic hardware properly attached and in good working order (no sticking, etc.)?	
6			Will fire doors and exit doors close and latch completely? (fire doors are those which have a “fire rating”, which is shown on a label located on the door frame on the back edge of the door, normally near the top of the door)	
7			Are fire doors kept closed? (fire doors cannot be left propped open for any reason)	
8			Emergency exit signs are clear and illuminated in proper working condition?	
9			If emergency lights are installed, are they functional?	
Fire Protection				
1			Fire extinguishers are fully charged and tagged?	
2			All fire extinguishers are in place and easily accessible?	

3			Fire extinguisher tags are current? (serviced within the last 12 months)	
4			Sprinkler heads in good condition? (not damaged, corroded or painted)	
5			Is sprinkler head clearance of 18" maintained (nothing stacked, installed or stored within 18 inches of the heads)?	
Electrical				
1			Are extension cords used in place of permanent wiring only in temporary situations? Are they adequately sized for the electrical current, protected against damage, and equipped with factory or Facility Services installed receptacles.	
2			All electrical cords and extension cords are in good shape with no fraying, swelling, splicing or patches?	
3			Electrical outlets are not overloaded with multiple power strips or multi plug adapters?	
4			Do all electrical boxes have covers? Are the covers closed tightly?	
5			Are switches labeled where their purpose is not obvious?	
6			Are electrical panels unobstructed and accessible?	
General Safety Considerations				
1			Emergency phone numbers posted and available to occupants?	
2			Are LSU employee injury call center posters available?	
3			Janitor closets, equipment rooms, and stairwells free of general storage.	
4			Are flammables being stored in fire rated cabinets or other approved storage areas?	
5			Housekeeping at time of inspection adequate?	
6			Floors in good condition with no loose tiles or other tripping hazards?	
7			Is the parking lot and sidewalk clear of any tripping hazards?	
8			Is the sidewalk around the building clear of any slip hazards such as algae build up?	
9			Are wheelchair ramps clear and easily accessible?	

10			Are mechanical rooms and janitor closets kept locked when not being used?	
11			Indoor air quality- is the air free from irritating or nuisance odors?	
12			Are walls and other areas free from mildew, mold and excessive dusts? (report any leakage of water to Facility Services)	
Other conditions that require attention:				

- “NO” answers must be accompanied by comments that explain corrective action needed. If a work order was put in, include the work order number in the comments.

Building Coordinators should report deficiencies directly to Facility Services. On deficiencies that have been reported with no action taken on them, request assistance from EHS in the comment column. You can also contact the LSU EHS department by using the [Hazard Hotline](#), by phone at 578-5640, or by visiting us at 241 Administrative Support Building.

Report completed by: _____ Date: _____

Title: _____ Building: _____