

UTB/TSC FIRE WARDEN INSPECTION CHECKLIST		Date:	
Fire wardens		YES	NO
1	Are Fire Wardens appointed for all areas of the building?		
2	Are Fire Wardens registered with HR for the Training Post?		
3	Have the Fire Wardens completed the Training Post training?		
4	Do the Fire Wardens have orange vests and megaphones?		
5	Do the Fire Wardens know what areas they are responsible for?		
6	Do the Fire Wardens know where the Emergency Evacuation Maps are?		
7	Is the faculty aware that they are responsible for serving as fire wardens for the evacuation of the students in their class when an alarm is sounded?		
Emergency exits			
8	Is an Emergency Evacuation Map posted in the area hallways, showing the emergency evacuation route(s) and exits?		
9	Are all of the emergency evacuation doors clear?		
10	Has an evacuation or tabletop exercise been performed in the past year?		
11	When you step outside your office/classroom door, can you see emergency lights to show evacuation routes to the outside?		
12	Is all hallway furniture, equipment, etc, on the same side of the hallway (with at least 44" clearance) to eliminate weaving?		
13	Are exit doors unlocked and clear of materials?		
14	Are all hallways clearly marked with exit signs so that people cannot get trapped in a dead end in conditions of bad visibility?		
15	Are the mechanisms for all self-closing doors connected and operational?		
16	Do the emergency exit signs work?		
17	Are there any obstacles in the walkways?		
18	Do the fire extinguishers' inspection tags show a "date of last service" from within the last year (month/year)?		
Storage			
19	Do stacked boxes and stored materials have a clearance of 18" from the ceiling, to allow the sprinkler system to function?		
20	Have all office supplies been removed from mechanical rooms?		
21	Are there any hazardous materials within the area?		
22	Are all areas under stairways and floors clear of any materials?		
23	Are all chemicals properly stored in designated areas?		
24	Are all bottles and containers in closets and storerooms clearly identified?		
Electrical			
25	Are electrical cords piggy-backed?		
26	Do any electrical cords go through a wall or door?		
27	Area all electrical cords in public areas covered with cord protectors or taped down and not covered with carpet or rugs?		
28	Have candles and halogen lamps been removed from use?		
29	Do all electrical outlets have face plates?		
30	Have the electric extension cords been replaced by permanent installations?		
31	Are all wall sockets being properly used? (There should be no multiplex sockets converting two sockets to six or eight - these can cause the interior wall wiring to overheat and ignite the interior wall boards.)		
Other			
32	Are "Areas of Refuge" clearly marked and provided with communication capability?		
Signatures of Fire Wardens:		Date:	Assigned Trained
1			
2			
Signature of Dean/Director:		Date:	