

Facility Manager's Monthly Checklist

Bldg# _____

Name: _____

Date: _____

Day / Month / Year

Y-Yes / N-No / NA

Exit doors are free of blockage, clearly marked and unlocked when building is occupied	
Exit Passageways & Stairways unobstructed and clear	
Materials not stored on the stairs, landings or under the stairs	
Exit signs are properly lighted and backup lights/batteries are functioning	
A written evacuation plan/route is posted	
Electrical circuit breaker control panels secured, undamaged, and properly marked (unobstructed 36 inches around)	
Extension cords are being used properly (not as permanent wiring)	
Electrical cords are managed to prevent tripping hazards (not placed in walk areas, under rugs or across doorways)	
Electrical cords are in good condition (no frays, defects, etc.)	
Electrical outlets & cover plates installed properly, secured, & undamaged. If not then submit a FEWR to correct	
Desks set up near enough to electrical outlets to eliminate extension cords or excessive numbers of power strips	
Extension cords or power strips not connected together (i.e. daisy chained)(Must be connected directly to outlet)	
Refrigerator and/or microwave oven connected directly a wall outlet	
Cooking equipment clean & safe to use, and in proper working order	
"No Unattended Cooking or Microwaving Allowed" signs posted next to stove & microwaves	
No portable Heaters - Portable heaters must have an approval letter from DPW and FD before use	
Building mechanical/utility rooms being used for storage; not allowed. (Only DPW should have access)	
Status of the fire alarm panel normal and operational (visual inspection)	
Smoke / Heat detectors free of obvious damage, coverings, taped over, and unimpaired (visual inspection)	
Sprinkler heads unobstructed. Space below sprinkler heads shall be at least 18inches clear (Also, nothing attached)	
Fire suppression system controls & panels unobstructed (36 inches around) & accessible to fire service personnel	
All exterior fire department connections clean and unobstructed allowing easy access	
An appropriate number of fire extinguishers are present/accessible	
The fire extinguishers have been inspected (monthly) and documented	
Annual Fire extinguisher checked within the last 12 months by the Fire Station	
Facility is clean and no excessive build up of Class A materials inside or outside (Furniture, Boxes, paper, trash, etc.)	
All drop type ceilings have proper tiles in place and are not damaged or missing	
Flammable gases stored as required (separated as needed) and secured from falling/damage	
Required warning signs posted identifying the presence of flammable liquids and/or gases	
Combustible waste and trash stored in proper containers and disposed of daily or more often as needed	
MSDS binder(s) are in the proper location (accessible to employees)	
MSDS are present for all hazardous chemicals in the facility (This includes cleaning supplies)	
Hazardous chemicals stored properly (e.g., away from outlets, flammables in a flammable cabinet etc.)	
Chemicals are labeled with contents & hazards clearly identified. Labels match the identity on the MSDS	
All items are stored at least 18 inches below the ceiling	
Vegetation growth controlled in and around the building, along fence lines, and throughout the area	
Smoking areas in high hazard areas (i.e. motor pools, explosives storage areas, etc.) approved by Fire Chief	
Smoking areas approved, clearly designated, and posted	
Smoking materials handled and properly disposed of daily	
All employees participated in at least one fire drill this year	
Employees have been trained on how to respond in the event of a fire	
Employees have been properly trained on how to use a fire extinguisher (P.A.S.S.)	
Occupants know that there is no cooking, burning of incense, lighted candles, open flames, or other fire/heat producing devices allowed in any area. Cooking in designated approved kitchen/break room only	
Every government telephone has a 9-1-1 sticker with the building number listed	
Submit FEWR as needed & maintain a copy until corrected. Contact your Fire Inspector for help. Review & update your Facility Manager's book after completing this inspection report	

Review Facility Managers Book - Ensure the following items are up to date: Letter of appointment (Primary & Alternate) - Training certificates - Building Information - Fire Extinguisher Inventory - Monthly inspection reports - Fire Safety Training - Work Requests (FEWR, only those that apply to fire and life safety) - Fire Extinguisher Training - Fire Drill record with names of those participating - Explosive license - Copy of Fire Evacuation Plan

Signature: _____