

**Arizona State University
Fire/Safety Self Inspection Form**

Building/Area:

Date:

Inspector/s:

Supervisor:

Description of Inspection	Satisfactory (Circle Response)	Notes
1. Exits		
a. Clearly Marked	Yes No	
b. Unobstructed	Yes No	
c. Exit Doors Unlocked	Yes No	
d. Exit Lights Illuminate	Yes No	
2. Fire Protection		
a. Fire Extinguishers adequate	Yes No	
b. Fire Extinguishers Visible/Accessible	Yes No	
c. Fire Alarm System in good condition	Yes No	
d. Fire Alarm System unobstructed	Yes No	
e. Detectors in good condition	Yes No	
f. Fire Sprinkler System in good condition/unobstructed	Yes No	

g. Fire Doors in good condition & unobstructed	Yes No	
h. Standpipes in good condition & unobstructed	Yes No	
3. Electrical Hazards		
a. Building Lights, Switches, and Outlets in good condition	Yes No	
b. Equipment Grounded	Yes No	
c. Equipment Cords in good condition	Yes No	
d. Outlets Properly Used (not overloaded)	Yes No	
e. Extension Cords Used Properly—in good condition	Yes No	
f. Do Surge Protectors have Circuit Breakers	Yes No	
g. Electrical Wiring and Cords Maintained in One Area (not thru doors, walls, floors, ceilings)	Yes No	
h. Electrical Wiring or Panels Exposed	Yes No	
4. General Safety		

a. Floors clean/dry	Yes	No	
b. Floors/Aisles Clear	Yes	No	
c. Is Surface level and in good condition	Yes	No	
d. Steps/Stairs in good condition	Yes	No	
e. Materials Properly Stored	Yes	No	
f. Chemicals Properly Stored	Yes	No	
g. Material Safety Data Sheets Available	Yes	No	
h. Fire Evacuation Plan Available	Yes	No	
i. Eye Wash Available (when required)	Yes	No	
j. Emergency Showers Available (when required)	Yes	No	
k. Adequate Ventilation	Yes	No	
l. Good Housekeeping	Yes	No	
m. Refuse Removed Daily	Yes	No	
n. Exterior of Building Maintained (no safety hazards)	Yes	No	
o. Interior Lighting Adequate	Yes	No	
p. Exterior Lighting Adequate	Yes	No	
q. All Practices Observed During Inspection Appear	Yes	No	

Safe		
r. Other Hazards/Concerns	Yes No	