

# This Is A Fire Fresh Document

## FIRE SAFETY

### FIRE SAFETY INSPECTION REPORT

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#### 1. GENERAL

- 1.01 This section outlines procedures for establishing a system of self-administered fire prevention and protection inspections. It is to be completed in conjunction with and as part of the requirements covered in Operating Practice 28, Review Package No. 18 (Accident Prevention Plan-Building Environmental Reviews).
- 1.02 This section is being reissued to replace Fire Safety Inspection Report Form E-5689 (4-86) with Form SW-6788 (5-91), Monthly Firesafety Inspection Report. This section is also reissued to replace SW 770-310-903.
- 1.03 Section 770-310-901, Building Firesafety Inspection and Quality measurement may be referenced prior to or during these inspections. In addition to OP 28, Review Package No. 18, applicable local practices or instructions should be

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referenced and followed.

## 2. REPORT FORMAT

- 2.01 Exhibit 1, Form SW-6788 (5-91), is to be use in conducting inspections. It contains those operational items that should be monitored on an ongoing basis.

## 3. PROCEDURES

- 3.01 The Monthly Fire Safety Inspections are to be completed by the predominate users of each building or by the predominate users of definable geographic areas within each building. If the predominate users of a geographic space cannot be determined, the responsibility for completing the inspection defaults to the Deputy Fire Safety Director for the building.
- 3.02 Using Form SW-6788, all items or areas involved should be thoroughly checked and the status indicated in the appropriate column. Any item listed on the inspection form which does not apply to the building or quarters being inspected should be indicated as does not apply (DNA).
- 3.03 In the event that a hazardous condition exists or if an item appearing on the inspection form warrants detailed explanation, it should be noted on the reverse side of the inspection form. The information should be brief, but concise enough to provide adequate knowledge of the condition for proper analysis and corrective action.
- 3.04 The form should be signed and dated by the individual conducting the inspection. If no deviations are encountered during the inspection, the report should be filed in the Firesafety Plan binder for the building.
- 3.05 If deviations are encountered during the inspection, the individual conducting the inspection shall initiate corrective action. The predominate users of each building or the definable geographic area of that building are responsible for correction of all deviations. The time frame for completion of corrective action shall be a maximum of 2 weeks.
- 3.06 After completion of the corrective action, Form SW-6788 should then be filed in the Firesafety Plan binder for the building and retained for 1 year.
- 3.07 An annual review of the SW-6788 report contained in the Firesafety Plan binder should be conducted and analyzed for common types of deviations. Deviations which continue to repeat need to be given special attention and corrected.

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# EXHIBIT 1 MONTHLY FIRE INSPECTION REPORT



SW-6788  
(Rev. 5-91)  
Ref: O.P. 28

Accident Prevention Plan

Retain 1 year, until \_\_\_\_\_

## MONTHLY FIRESAFETY INSPECTION REPORT

YEAR \_\_\_\_\_

Building Name \_\_\_\_\_ Address \_\_\_\_\_ Area Inspected \_\_\_\_\_  
(Building, 1st Floor, Frame, Switch Room, etc.)

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
Conditions - Y for yes, acceptable; N for no, not acceptable	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
1. Extinguishers inspected, in place, tagged. Standpipe hoses in good condition, nozzles affixed												
2. Fire extinguishers and hose stations accessible and visible												
3. Portable electrical appliances and wiring in good condition												
4. Smoking allowed only in designated areas												
5. Fire doors in closed position												
6. All exit corridors, stairways and outside fire escapes free of obstructions												
7. Exit lights maintained in working order												
8. Cable holes firestopped, sealed and certified. Wall penetrations firestopped												
9. Storerooms in order												
10. Combustible materials stored in protected area; combustible trash removed from building; vertical shafts clear of combustible material												
Inspected by _____												
Date _____												
Deviations to correct _____												
Date corrected _____												

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