

## FIRE PREVENTION AND PROTECTION SELF-INSPECTION REPORT

### 1. GENERAL

**1.01** This section outlines the procedure for establishing a system of self-administered fire prevention and protection inspections. It is recommended that this inspection be made on a monthly basis. This procedure should aid in reducing the number of fires and insure a safe environment in and about our buildings.

**1.02** The attached inspection report, Form E-5689 (12-70), has been provided for use in conducting this inspection. It contains those items which very frequently are responsible for fires, or items which could contribute to a fire incident. In designing this form, consideration has been given to brevity, known fire frequencies, minimum preparation time, and simplicity for reviewing purposes.

**1.03** The following Bell System Practices may be referred to prior to or during these inspections:

Section 770-320-150

Section 770-340-502

Section 770-340-503

Section 770-340-506

**1.04** In addition to the references listed above, it is recommended that applicable local codes, Practices, or guides be utilized to obviate any violation being committed which is not covered therein.

### 2. RESPONSIBILITY

**2.01** It should be the responsibility of the Department that normally coordinates Marsh and McLennan fire and safety inspections to perform or arrange for this inspection both in Company-owned and in leased quarters.

**2.02** An appropriate follow-up procedure or schedule should be instituted to ensure that these inspections are being completed in all buildings.

### 3. INSPECTION PROCEDURE

**3.01** Using Form E-5689 (12-70), all items or areas involved should be thoroughly checked and the status indicated with a check mark (✓) 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 D.N.A.

**3.02** 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 the person responsible for taking action with adequate knowledge of the condition for proper analysis and corrective action.

### 4. HANDLING OF REPORTS

**4.01** Each inspection report should be prepared in duplicate. The carbon copy should be retained by the person conducting the inspection and the original forwarded to the District Supervisor responsible, for review and action.

**4.02** Copies of completed inspection forms should be maintained for as long as retention of records policy dictates and/or to have sufficient historical data available which can be reviewed with visiting Marsh and McLennan inspectors. This type of information will indicate to the inspector the concentrated efforts being taken to reduce the number of fires both in Company-owned and in leased quarters.

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LOCATION \_\_\_\_\_

For unsatisfactory or hazardous conditions – describe under comments reverse side

ITEM	CONDITIONS CHECKED	YES	NO
1.	All extinguishers inspected, in place and serviced.		
2.	Fire standpipe hose and spray nozzles in good condition.		
3.	All inside and outside standpipe and sprinkler system control valves sealed in wide open position.		
4.	Building pressure or gravity tank water level and pressure satisfactory.		
5.	Electrical applicanes in good operating condition and electric wiring satisfactory for the appliance.		
6.	“No Smoking” enforced in unauthorized areas.		
7.	Unnecessary combustible materials kept out of equipment rooms.		
8.	Kitchen range, exhaust hood and filters free of heavy grease accumulation.		
9.	Fire doors in closed position at all times. Check all exterior doors. (Latch, electric strike, check, hinges, knobs, dial openers)		
10.	All exit corridors, stairways and outside fire escapes free of obstructions.		
11.	Welding and cutting properly supervised and adequate protection provided.		
12.	All combustible trash removed from building daily.		
13.	Vertical shafts clear of flammable material.		
14.	Contractor’s material and equipment properly stored. Fire and safety practices being adhered to.		
15.	Storerooms in order.		

The foregoing questions have been accurately answered and any deviations from accepted fire safe practices as well as corrective measures that I have taken are described on the reverse side.

INSPECTOR \_\_\_\_\_

DATE \_\_\_\_\_

REVIEWED BY \_\_\_\_\_

DATE \_\_\_\_\_