

FIRE SAFETY SELF-INSPECTION FORM FOR CULTURAL INSTITUTIONS

General Inspection

1. All Floors (inspect from top floor to basement):

Yes No

- are fire exits and directional signs properly illuminated?
- is the emergency lighting system operable and tested weekly?
- are corridors and stairways unobstructed?
- are fire exits unlocked and unobstructed?
- is safe egress uncompromised by security measures?
- are self-closing fire doors unobstructed and properly equipped with closing devices?
- are no smoking regulations strictly enforced?
- is housekeeping properly maintained?
- are cleaning supplies safely stored?
- are supply closets and slop sink areas clean and orderly?
- do temporary wiring and lighting conform to NFPA 70, *National Electrical Code*?
- do all electrical components bear the label of a testing laboratory?
- are electric hot plates, coffee makers and space heaters prohibited or limited to those with an appropriate automatic shut-off bearing the label of a testing laboratory?
- do electrical appliances have warning lights?
- are appliances unplugged when not in use?
- is rubbish removed from the building daily?
- is rubbish stored away from the building in closed metal containers?
- are stocks of flammable liquids stored away from the building?
- are sufficient fire extinguishers present?
- are extinguishers of the proper type? (See *NFPA 10, Portable Fire Extinguishers.*)
- are extinguishers properly hung and labeled?
- are extinguishers properly charged and tagged with inspection tags?
- are sprinklers unobstructed and at least 18 in. above top of storage?

- are standpipe hose outlets properly marked and unobstructed?
- are sprinkler control valves properly labeled and unobstructed?
- are recorded weekly inspections made of all sprinkler control valves to make certain they are open?
- are dry-pipe valves (for sprinklers in areas exposed to freezing) in service, with air pressure normal?
- are all fire-detection and fire-suppression systems in service and tested regularly?

Special Area Inspection

1. Exhibit Areas, Reading Rooms, and Study Carrels:

- is proper salvage equipment to protect the catalog ready for use?
- are exhibit housings, partitions, platforms, and other supports of noncombustible or fire retardant materials?
- have exhibit installations kept fire hose outlet valves and fire alarms unobstructed and visible?

2. Collections Storage Areas (book stacks, museum collections, etc.):

- are these areas separated by appropriate fire walls and fire doors from other occupancies?
- have all vertical and horizontal openings in fire barriers been adequately fire stopped?
- is proper salvage equipment ready for use?
- is "first aid" fire extinguishing augmented by an early warning automatic fire detection system?
- do fire alarms go directly to a 24/7 central monitoring station?
- does fire service have access to these areas?
- are collections protected by appropriate automatic extinguishing systems?

3. Conservation Laboratories, Restoration Shops, and Bookbinding:

- are flammable solvents and other chemicals properly labeled and stored in small quantities in safety storage cabinets?
- are flammable liquids dispensed from safety cans?
- are self-closing safety waste disposal receptacles available at work stations?

- are laboratory wastes disposed of daily with appropriate special precautions?
- are spray coating facilities adequately and safely ventilated?
- is electrical equipment in the spray area explosionproof?
- does the spray area have automatic fire extinguishing equipment?
- are employees aware of special hazards and trained in necessary precautions?
- is fire suppressant and personnel safety equipment appropriate for the special hazards that may be present?
- is entry limited to authorized persons?

4. Other Shops and Packing/Unpacking Areas:

are paints, thinners, cleaning solvents and other flammable liquids properly stored in reasonable quantities in ventilated safety cabinets?

are thinners and solvents dispensed from safety cans?

are self-closing waste receptacles used for oily rags and other wastes liable to spontaneous heating?

are flammable packing materials stored in self-closing safety containers?

are power tools and machines properly grounded?

do woodworking machines have proper dust collectors?

are dust collector bins emptied regularly?

do paint spraying facilities comply with local codes?

does welding equipment meet local codes?

are power tools unplugged when not in use?

5. Auditoriums and Classrooms:

is safe capacity posted?

is occupancy restricted to the capacity posted as safe?

are standing and sitting in aisles prohibited?

do furnishings and wall coverings comply with fire safety standards?

does projection room meet local codes?

6. Food Services:

is capacity posted?

*are ranges, hoods and exhaust ducts cleaned?

do exhaust ducts terminate in a safe area?

are grease ducts and deep fryers equipped with automatic fire detectors and extinguishing systems?

if below ground level, is area sprinklered?

*Note date when ranges, hoods and exhaust ducts were last cleaned.

Exterior Inspection

1. Evacuation:

do all exits, emergency exits, and fire escapes allow unobstructed passage to safe areas?

2. Environment:

are grounds clear of accumulations of flammable material?

have neighboring occupancies minimized exterior fire hazards?

is fire service access clear?

are standpipe and sprinkler systems, siamese connections unobstructed and operable?

are hydrants unobstructed?

Personnel Inspection

1. Training:

- do all staff members know how to transmit a fire alarm?
- do all staff members know their assigned duty in evacuating the building?
- do all staff members know how and when to use portable fire extinguishers?
- do all staff members know their responsibilities in fire prevention?

2. Organization:

- has someone been designated as the facility fire protection manager?
- does the fire protection manager have an adequate training program in operation for himself/herself and the staff?

- is the written fire emergency plan up to date and properly distributed?
- has the fire service planned or trained for:
 - protecting the cultural institution since the previous inspection?
 - emergency operations (e.g., salvage, reports to authorities and news media)?

Note date of latest fire drill.

Special Comments:

Inspection made by: _____ Date:
Title:

Report reviewed by: _____ Date:
Title:

Corrective Action:

Item Referred to

Corrective actions completed: _____ Date: