FIRE SAFETY SELF-INSPECTION FORM FOR CULTURAL INSTITUTIONS

General Inspection

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

   - 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: __________________________