

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: