

Quality Electric Emergency Inspection Checklist

Department		Location	
Date of Inspection:			
Inspector:		Title:	

This Form to be Used Monthly

	N/A	Yes	No
Egress			
Is every means of egress arranged and clearly marked, so that the way to safety is unmistakable at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit signs lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there sufficient exits for the prompt escape of all employees in case of fire or other emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are doors that aren't exits that could be mistaken as one, clearly marked "Not an Exit"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do Exit doors swing out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are means of egress at least 28" at any point and adequate width for the number of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are egresses kept clear of obstructions and materials at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there proper lighting for emergency exiting? (i.e. during a power failure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are at least two exits by separate ways of travel available for each occupant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the minimum width of any exit way no less than 28 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are furnishings and decorations so placed that they will not obstruct the exits, the access thereto, or the egress there from, or the visibility thereof?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are explosive and highly flammable furnishings or decorations prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergencies / Evacuation			
Are evacuation maps posted in readily accessible places?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees know where their muster points are located?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees know area hazards, the nearest exit and alternate routes of escape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees know the preferred means of reporting emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees know the site emergency numbers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the site emergency number posted on or by the phone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees know what signal indicates evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can all personnel perceive the employee alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees with special assistance needs been addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees questioned know where the emergency shut off is for the natural gas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Protection			
Are fire hydrants accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire hydrants inspected yearly and records maintained to show the date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are control and operating valves locked open or electronically supervised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire hoses maintained and periodically tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are combustible materials kept away from ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are standpipe and hose system components visually inspected quarterly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the accumulation of flammable and combustible materials controlled so they do not contribute to fire emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All product, supplies, merchandise, ect. not piled within 18" of Sprinkler Heads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Combustibles within three feet of the Hot Water tank, Space Heaters and Electrical Panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Compressed Gas Cylinders tied or chained to eliminate tipping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Detection and Alarm Systems			
Are detection systems installed and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all trouble alarms and fire signals investigated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do detection / alarm systems shut down or reverse HVAC systems for smoke control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do detection / alarm systems close smoke or fire doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do detection / alarm systems activate local alarms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are alarm and PA systems periodically tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable Fire Extinguishers			
Does everyone know where the nearest fire extinguisher is stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the area fire extinguisher been maintenance tested within the last year and tagged to show the date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers accessible and the proper type for the hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained in how to use fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a fire extinguisher mounted within 75 ft of any point in an area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the extinguishers clean and well cared for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the seal and lock pin in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear access to extinguishers? Not blocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the extinguisher location plainly marked, so as to be visible at a distance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the extinguisher calss marked on the extinguisher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid / Medical Supplies			
Are first aid supplies stocked, clean, accessible and sanitary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there eye / body wash facilities near injurious corrosive materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a person or persons adequately trained to render first aid available in the near proximity to the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are AEDs present and operators trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condition of First Aid Kits Acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees / subcontractors familiar with the incident / accident reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees / subcontractors know where accident / incident forms are located?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of last inspection of sprinkler system (required yearly)

Comments / Actions: