

FORT KNOX FIRE MARSHAL MONTHLY CHECK LIST

D.1 Monthly Fire Protection Self-Inspection Checklist.

The following checklist should be used as a reminder during inspections. Items requiring corrective action should be reported on a Notice of Fire Hazard form (*see Figure D.1*). IAW AR 420-90, Chap 25 – 27, Fire Risk Management Survey.

X Satisfactory	0 Correction required	- Not applicable
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Facility # _____

Life Safety

- Ability to use exit doors is not hampered by security measures during occupancy.
- Stairwell and hallway fire doors are kept in the closed position.
- Stairwells and evacuation routes are free and clear of obstructions.
- Fire escape stairs appear to be in good condition.
- Emergency lighting units operate when tested.
- Exterior emergency exit routes are clear and free from snow and ice.
- Illuminated exit signs are all lit, not blocked, and can be easily seen.

Fire Protection Equipment

- Portable fire extinguishers are in their proper location and fully charged and tagged.
- A space of at least 18 in. (457 mm) is kept between sprinklers and materials.
- Fire hose cabinets are in good order, easily visible, and accessible.
- Fire detectors are free from obstructions.
- Sprinkler control valves are open and locked/secured, and dry pipe systems register at normal air pressures.
- Sprinkler tanks, piping, and supports appear in good condition.
- Alarm systems function and are tested regularly.
- Lightning arrestors appear in good condition.

Housekeeping and Storage

- Rubbish is not left to accumulate in excessive quantities; trash receptacles are emptied daily.
- Storage areas are kept clean and orderly; cleaning materials are safely stored.
- Combustible materials are not kept in unprotected areas such as a crawlspace.
- Roof scuppers and drains are unobstructed. Roof covering is in good condition.
- Aisles are unobstructed.

Hazardous Liquids

- Emergency measures are posted in case of accidental spills.
- Flammable/combustible liquids are kept in approved safety containers.
- Flammable/combustible liquids are stored in an approved cabinet.
- Safety storage cabinet vents are clear of obstructions.
- Soiled rags are kept in an approved self-closing waste container.
- Portable fire extinguishers are in their place and of the proper type.

Exhibits/Collections/Book Stacks

- Exhibits and collections are not overcrowded.
- Exhibit case lights do not show signs of overheating.
- Exhibits are not blocking exit routes and/or access to fire protection equipment.
- Extension cords are not used.
- All vertical/horizontal openings in fire barriers are firestopped.
- Salvage equipment and materials are provided and accessible.
- The fire department is familiar with and has access to these areas.
- Smoking regulations are enforced with employees and visitors.
- Temporary wiring conforms with [NFPA 70](#), *National Electrical Code*®.

Auditoriums and Classrooms

- Safe capacity is posted and enforced.
- Standing and sitting in aisles is prohibited.
- Smoking regulations are enforced.

Restaurants and Eating Areas

- Safe capacity is posted and enforced.
- Aisles and exit routes are unobstructed and illuminated.
- Ranges, hoods, and exhaust ducts are clean.

Shops/Laboratories/Packing Areas

- Laboratory wastes are disposed of daily, using appropriate precautions.
- Spray coating facilities are safely ventilated, and scrubbers/filters are clean.
- Electrical equipment in areas near where flammable liquids are in use are explosion proof.
- Electrical appliances have warning lights and are unplugged when not in use.
- Employees are aware of special hazards and trained in any special precautions necessary.
- Entry is limited to authorized persons.
- Power tools and machines are grounded.
- Woodworking equipment dust collectors are functioning adequately and collector bins emptied regularly.
- Power tools are unplugged when not in use.

Exterior and Environment

- All exits, emergency exits, and fire escapes afford unobstructed passage to a safe area.
- Grounds surrounding the facility are clear of accumulations of combustible material and brush.
- Fire service access is maintained clear.
- Fire hydrants and sprinkler system siamese connections are visible, accessible, and operable.

Personnel/Training

- All staff members know how to transmit a fire alarm.
- All emergency team members have received training and are aware of their assigned duties.
