

## Sample fire inspection

Fire safety inspections can be effective in preventing fires on church properties. No one form can be designed to fit all conditions, so we urge you to use this sample as a guide in developing your own form. The suggested frequencies are recommended minimums. Some situations will call for more frequent inspections. Additionally, all floors and areas of the church should be considered when conducting the inspection.

No.	Area/Condition to Observe	A = Acceptable U = Unacceptable	Corrective Action (Include Person responsible and anticipated date of correction)
1	All Exit Corridors are free of storage items and furniture allowing free access to exits.		
2	All Stairwells are free of combustible materials and storage items.		
3	All Fire Extinguishers are accessible, show a charge and have the inspection tag, security zip tie and pin installed.		
4	All Exits and directional signs are present and illuminated.		
5	Building Exit Doors are free of key operated deadbolts, open easily without special knowledge and allow free access to the exterior of the building.		
6	Office areas are organized and permit accessibility to fire exits.		
7	Kitchen areas are clean and allow free access to exits. Range hoods are cleaned regularly and free of grease build-up.		
8	All main electrical rooms are free of all storage and combustible materials.		
9	Consider having your electrical panels scanned using infrared technology tested annually.		
10	Three feet clearance is maintained in front of all circuit breakers.		
11	Laundry dryers are vented to the exterior of the building through metal conduit.		
12	The heating system and water heater are free of storage materials and are inspected by a licensed and insured contractor at least annually.		
13	Paint supplies and flammable liquids are stored in flame proof storage containers and/or cabinets.		
<b>Automatic Sprinklers/Fire Pumps (where available):</b>			
14	Sprinkler heads show no signs of damage, paint, or hanging storage.		
15	Inspectors fire alarm test – designed to ensure that a signal is received by the central monitoring station when a sprinkler system has flowing water or a smoke alarm detects smoke (if monitored).		
16	2-Inch drain (main drain) test – used to measure water pressures in the sprinkler system when the drain valve is open and flowing and when closed.		
17	Weekly fire pump churn test – used to maintain the functionality of an installed fire pump. Fire pumps boost the volume of water that will flow through the sprinkler system. Not all properties have fire pumps.		
18	Annual inspection – completed by a licensed and insured contractor in accordance with the local municipality fire and building codes to ensure functionality of the system. Churches should consider working pro-actively with their local fire department for planning assistance and fire evacuation/ response drills.		