



**UC DAVIS FIRE DEPARTMENT  
SELF INSPECTION CHECKLIST**

Safety Coordinator: \_\_\_\_\_ Department: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Date of Inspection: \_\_\_\_\_ Building/CAAN #: \_\_\_\_\_  
 Floor or Area: \_\_\_\_\_

**Signature:** \_\_\_\_\_

- | <b>1. EXITING</b>   | <b>OK</b>                | <b>Not OK</b>            |
|---|--------------------------|--------------------------|
| A. Stairwells-Storage of any kind is not permitted  | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Corridors-Storage of any kind, regardless of corridor width, is not permitted unless specifically permitted by regulations or in writing by the UC Fire Department. Agreements must be renewed every 5 years.                    | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Exit Doors-Must open and close and latch properly. Must not be blocked, propped open or rendered inoperable unless specifically permitted in writing by the UC Fire Department. Agreements must be renewed every 5 years.        | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Corridor Doors-Must open and close and latch properly. Must not be blocked, propped open or rendered inoperable unless specifically permitted in writing by the UC Fire Department. Agreements must be renewed every 5 years.    | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Exit paths are clearly signed and illuminated.   | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Emergency (back up) lights and exit signs operate properly (Some have a red test button)   | <input type="checkbox"/> | <input type="checkbox"/> |
| <br><b>2. HAZARDOUS MATERIALS</b>   |                          |                          |
| A. Compressed Gas Cylinders-Must be secured with chains or other approved method, and clearly identified. EH&S Safety Net #60.  | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Flammable/Combustible Liquids-Must have less than 10 Gallons in any single laboratory/room, in use at any one time unless specifically permitted in writing by the UC Fire Department. Agreements must be renewed every 5 years. | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Storage-In original shipping containers or approved safety containers (maximum 5 gallons). Total aggregate of materials in safety containers must not exceed 25 gallons.   | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Quantities in excess of 10 gallons and not in safety containers, or greater than 25 gallons in safety containers, must be stored in a Flammable Liquid Storage Cabinet.  | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Dispensing-Dispensing from containers exceeding 5 gallons is not permitted unless using a listed pump in accordance with California Fire Code requirements. Annual permit must be obtained from UC Fire Department.              | <input type="checkbox"/> | <input type="checkbox"/> |

**3. SPRINKLER SYSTEM**

- A. Verify there are not any decorations or any attachments to sprinklers or associated piping.
- B. Storage is maintained 18” below sprinkler heads.
- C. Sprinklers in need of replacement (damaged, corroded, painted).

**4. FIRE EXTINGUISHERS**

- A. Fire extinguishers are accessible, the gauge reads in the green charged area, (except CO<sub>2</sub> extinguishers which don't have a gauge), serviced within last 12 months, cabinet door is operable, extinguisher mounted at least 4” off floor to not more than 5 feet from top of extinguisher. Monthly inspection by building safety coordinator.

**5. STANDPIPES**

- A. Access to standpipes (generally located in stairwell), fire hose cabinets (generally in corridors) is unobstructed.

**6. RECYCLE CONTAINERS**

- A. Not permitted in or exposed to corridor unless a State Fire Marshal approved, self-extinguishing container and located and secured in an alcove or other area not obstructing exit path.
- B. Material does not exceed capacity of container.

**7. ELECTRICAL**

- A. A three foot working space is maintained in front of all electrical panels.
- B. Electrical outlet cover-plates are in place
- C. No exposed wiring.
- D. No use of extension cords or temporary power taps:  
  - 1. Surge suppressors OK for use with computer equip.
  - 2. All other uses not permitted unless specifically authorized in writing by the UC Fire Department.Agreements must be renewed every 5 years
- E: Portable electric space heaters must have automatic tip-over shutoff switch. See UC Davis Fire Net on Portable Space Heaters

**8. MISCELLANEOUS**

- A. Change in occupancy or use. Changes in how a room or area is used must be reviewed by the Fire Department. Examples include office to laboratory; office to meeting room; classroom to laboratory; etc.
- B. Construction-Modifications to buildings, rooms or areas need to be reviewed by the Fire Department. Examples include removal/addition of walls; blocking of doors; adding rooms, etc. Aesthetic modifications, which involve painting, etc., do not need review by the Fire Department, but may need coordination to prevent accidental activation of smoke detectors.
- C. Use of candles is not allowed.