

## FIRE SAFETY SELF-INSPECTION FORM FOR CULTURAL INSTITUTIONS

The attached self-inspection form is intended for staff use at regular, frequent intervals. It should not take the place of two other vital measures - the thorough, objective, periodic inspection of the cultural institution by municipal fire inspectors or by fire safety specialists, and the regular inspection, testing and maintenance of fire detection and extinguishing installations by specialists.

Cultural institutions vary widely in character. Not all of the points to be inspected apply in every case. By striking out those that obviously do not fit local circumstances, a cultural institution can tailor this form to its specific needs.

These self-inspections should do more than disclose conditions of negligence that could be the source of fire or that might result in greater damage and, possibly, loss of life in the event of fire. The primary purpose is to secure the correction of these conditions. Therefore it is imperative that all questions answered "No" be referred to the responsible department or staff member. Then it becomes an important function of management to make sure that corrective action has been taken.

# FIRE SAFETY SELF-INSPECTION FORM FOR CULTURAL INSTITUTIONS

## General Inspection

1. All Floors (inspect from top floor to basement):	Yes
<i>No</i>	
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, <i>National Electrical Code</i> ?	___ ___
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 <i>NFPA 10, Portable Fire Extinguishers.</i> )	___ ___
are extinguishers properly hung and labeled?	___ ___

	<i>Yes</i>	<i>No</i>
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 catalogue 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?	___	___

	<i>Yes</i>	<i>No</i>
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?	___	___

Yes No

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:

<i>Item</i>	<i>Referred to</i>
_____	_____
_____	_____
_____	_____

Corrective actions completed: \_\_\_\_\_ Date: \_\_\_\_\_