



Work Area Checklist

Verify the fire safety of your office/space with the checklist below

ELECTRICAL

- Are extension cords being used? Extension cords may not be used as a substitute for permanent wiring. CFC 604.5
- Are additional outlets needed? Multi-plug circuited power strips may be used for small appliances. Multi-plug adapters, such as cube adapters and any unfused plug strips are prohibited. CFC 604.4 Circuited power strips must be plugged directly in to an outlet. OSHA 1910.303(b)(2)
- Is there storage in front of electrical panels? Keep a clear area 30 inches in width, 36 inches in depth and 78 inches in height around electrical service equipment and panels. CFC 604.3
- Are cover plates installed on all outlets and light switches? Covers are required for all switch and electrical outlet boxes. CFC 604.6
- Is there storage in mechanical/electrical equipment rooms? Storage of combustible materials in boiler rooms, mechanical or electrical rooms is not allowed. CFC 315.3.3

EXITS

- Are all doors operational? Repair non-operable exit hardware and maintain all means of egress components (doors, locks, etc.) Remove any wedges/obstructions that are holding doors open. CFC 1031
- Is there storage in hallways and near exit doors? Remove storage and obstructions from exits, aisles, corridors, and stairways/stairwells. CFC 315.3.2 & 1031
- Are all exit doors easily openable from the inside (one turn of a knob/handle or one push of a panic bar)? Egress doors shall be readily openable from the egress side without the use of a key or any special knowledge or effort. CFC 1010.1.9
- Are all EXIT signs illuminated or self-illuminated (glow in the dark)? Contact Fire and Life Safety for assistance with having these signs repaired if they are not illuminated. CFC 1031.4
- Laboratory EXIT and area separation doors are to be automatically self-closing (Doors may not be wedged or held open in any manner). UC Lab Safety Design Manual - General Requirements for Laboratories/Entries, Exits, and Aisle Width

EXTINGUISHERS

- Have extinguishers been serviced within the last year (not more than a year since extinguisher service tag has been punched/marked with last service date)? Have monthly inspections been documented? Service and tag extinguishers annually, perform monthly inspections. CFC 906.2

FIRE PROTECTION SYSTEMS

- Is storage stacked close to ceilings and sprinkler heads? Reduce storage to 18 inches below level of sprinklers or 24 inches below ceiling in non-sprinklered buildings. CFC 315.3.1
- Can alarm pull stations and fire extinguishers be easily accessed? Maintain clearance to fire protection equipment (pull stations, extinguishers, etc.) so they are readily accessible. CFC 509.2

GENERAL SAFETY

- Is there clutter that could add fuel to a fire or slow down escape? Improve housekeeping: maintain storage in a neat and orderly manner. CFC 315.3
- Are there holes in walls or ceilings? Are there missing ceiling tiles? Repair or replace all holes in walls/ceilings (e.g. missing tiles). CFC 703.1
- Are combustible materials stored near heaters or other heat producing appliances? Provide clearance between heat producing appliances and combustible materials. CFC 315 & 603.5
- Are compressed gas cylinders secured? Double chain compressed gas cylinders or chain cryogenic cylinders with a top ring tether if they are used. Compressed gas cylinders must be secured at all times whether they are empty or full. CFC 5303.5

(See reverse for additional information and instructions)

Self-Inspection Guide Instructions - This form provides an opportunity for U.C. San Diego staff and faculty to perform a fire-safety “self-inspection” of their program offices and related areas. Some items on the checklist may not apply to your area. This checklist is for your personal use and does not need to be returned. If you have any questions regarding this guide, or other fire safety related questions, please contact us at ehsfiresafety@ucsd.edu.

Additional Information – Additional information regarding fire safety can be found on the Blink website at <http://blink.ucsd.edu/safety/fire/index.html#Campus-fire-safety-requirements>. Additional background information for the items on the checklist can be found below.

ELECTRICAL

Are extension cords being used? - Extension cords are significant contributors to starting fires. Extension cords may not be used as a substitute for permanent wiring (i.e. providing an outlet where one does not exist) and are only designed for temporary use.

Are additional outlets needed? - Where additional outlets are needed to power small appliances (computers, phone chargers, etc.) a circuited power strip or surge protector may be used. Use only power strips or surge protectors that are “listed” by UL (Underwriters Laboratory) or ELT (Electrical Testing Laboratories).

Is there storage in front of electrical panels? - In the event of a fire or electrical emergency it is important that firefighters and other trained personnel be able to access electrical panels to secure power. Inability to access these panels can contribute to fires and electrocution.

Are cover plates installed on all outlets and light switches? - Missing cover plates can allow access to live electrical connections within a switch, outlet or wire junction box which could lead to electrocution.

Is there storage in mechanical/electrical equipment rooms? - Mechanical and electrical equipment naturally produce heat. This heat production could cause the ignition of stored combustible materials. It is also important that firefighters and trained personnel have access to this equipment in the event of an emergency.

EXITS

Are all doors operational? - All doors should be in good repair to avoid slowing or preventing occupants from leaving the building during an emergency. Self-closing doors are designed to prevent the travel of fire and smoke throughout a building. Devices that hold doors open prevent these doors from doing their job.

Is there storage in hallways and near exit doors? - Storage in hallways and near exit doors can impede or block occupants from escaping during an emergency. Combustible storage in these areas can provide fuel for a fire and can create a hazardous atmosphere that prevents the use of exit hallways and doors.

Are all exit doors easily openable from the inside? - Installing additional locks or complicated locking mechanisms can make it difficult to open doors. All exit doors should be installed with simple knowledge locks that only require one turn of a handle or knob, or one push of a panic bar, to pass through the door.

Are all EXIT signs illuminated or self-illuminated (glow in the dark)? - Illuminated EXIT signs indicate the path to safety in the event of an emergency. If these signs are not clearly illuminated please contact us and we will assist with contacting the appropriate group to have these signs repaired or replaced.

Are laboratory doors wedged open? - Processes in laboratories can be inherently dangerous. The escape of fumes, vapors and/or airborne particles combined with the possibility of smoke, heat and products of combustion in the event of a fire can make corridors outside of laboratories unsafe and impassable. Self-closing doors in laboratories must remain operational at all times.

EXTINGUISHERS

Have extinguishers been serviced within the last year? Have monthly inspections been documented? - Fire extinguishers are required to be serviced annually. Punch marks in the service tags show the day/month/year of last service. The back of the service tag provides an area to document monthly inspections.

FIRE PROTECTION SYSTEMS

Is storage stacked close to ceilings and sprinkler heads? - Storage within 18 inches of sprinkler heads can prevent the spray of water that they produce from reaching a fire. In non-sprinklered buildings storage within 24 inches of the ceiling can prevent firefighter’s hose streams from reaching all areas of a room.

Can alarm pull stations and fire extinguishers be easily accessed? - Be aware of the location of fire alarm pull stations as they can easily be covered up by furniture, storage and other objects. Make sure fire extinguishers remain mounted or kept in approved cabinets and that they are easy to see and access.

GENERAL SAFETY

Is there clutter that could add fuel to a fire or slow down escape? - Keeping areas clean and organized can reduce the risk of fire spread from the accumulation of combustible materials, and can help to maintain clear access to exits in the event of an emergency.

Are there holes in walls or ceilings? Are there missing ceiling tiles? - Holes in walls and ceilings can contribute to the spread of fire inside walls and attic spaces. Fire sprinklers require heat to activate. Holes in ceilings and missing tiles can allow heat to travel in to dead spaces above delaying the activation of sprinklers.

Are combustible materials stored near heaters or other heat producing appliances? - Heaters and heat producing equipment are responsible for about 13% of all fires in the United States (FEMA/U.S. Fire Administration). Keep all combustible materials at least 3 feet from heat producing equipment and appliances.

Are compressed gas cylinders secured? - Gas cylinders that are not secured are subject to damage if they fall. Flammable gasses can create an explosive environment if they fall and begin to leak. Any compressed gas cylinder can become a projectile if damaged and it rapidly loses its contents.