

EMERGENCY MARSHAL INSPECTION CHECKLIST

Department Name:	
Contact Name:	
Department Manager:	
From (date):	

	Acceptable	Unacceptable	Location	Comments
A. FIRE PROTECTION EQUIPMENT				
1. Are extinguishers in place?				
2. Are they accessible?				
3. Are they fully charged? (gauge)				
4. Are the extinguishers the proper type?				
5. Are the extinguishers inspected annually? (tag)				
6. Are hose cabinets accessible?				
7. Are hose cabinets missing items?				
B. ELECTRICAL				
1. Are electrical panels clear of obstructions?				
2. Proper use of extension cords and power bars?				
C. EXIT ROUTES				
1. Exit signs are illuminated?				
2. Fire doors close properly?				
3. Are doors not wedged open?				
4. Are corridors free of hazards and debris?				
5. Are stairs and stairwells kept clear?				
6. Are exits areas adequately illuminated?				
D. FIRE PROTECTION SYSTEMS				
1. Does fire alarm panel read OK (main entrance)				
2. Are fire/smoke detectors installed?				
3. Are fire pull stations unobstructed?				
4. Is a clearance of 18 inches maintained around sprinkler heads				
5. Are combustible materials properly stored?				