



Department of
Health

FIRE SAFETY SELF INSPECTION FORM

Nursing Homes & Residential Care Facilities

An inspection program is only effective when conducted and recorded accurately. The items on this form should be checked by competent personnel at least monthly. Some items require daily or weekly inspections.

This form must include the date and signature of the inspector. Include description in comments for any **NO** answers.

Date:		Signature:	
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Inspection Items:	Y	N	Comments:
Fire extinguishers unobstructed and ready for instant use.			
Fire extinguishers' monthly inspection tag signed & dated.			
Sprinkler system pressures recorded? (wet monthly, dry weekly)			
Sprinkler system hydraulic nameplate attached and legible.			
Fire drills conducted once per quarter for each shift (all staff - admin, therapy, housekeeping, kitchen, etc. - not just nursing).			
All emergency/exit lights clearly visible (unobstructed) and functioning.			
All exit paths readily accessible and clear of obstructions.			
Test & list all battery back-up emergency/exit lights. (30 sec monthly, 90-min annually)			
All doors opening into corridor shut and latch as required.			
Cross corridor fire/smoke doors operate correctly and close fully.			
Staff have access and know location of Emergency Preparedness Manual.			
Staff know location of fire safety plans for quick reference.			
Staff know fire procedures and how to respond.			
Staff know location of fire extinguishers & fire alarm pull stations.			
Smoking area(s) have noncombustible ashtray and self-closing can.			
Smoking area(s) clear of debris and cigarette butts.			
"No smoking" signs posted in all required areas.			
Combustible decorations are less than 30% of wall or door.			
No power strips or extension cords in patient care areas, resident rooms.			
Electrical panels secured from unauthorized access.			
Inspect and test carbon monoxide detectors (according to manufacturer).			
Spaces beneath stairs and bottom of elevators shafts free from trash, storage, combustible materials.			
Oxygen tanks properly stored and secured.			
Proper signage on oxygen storage area(s).			