

Chapter Facility Self-Inspection Guide

Chapter _____ School _____

Inspection Date: _____ By Whom: _____

Basement _____

1st Floor _____

2nd Floor _____

3rd Floor _____

Other _____

Total Number of persons sleeping in building: _____

CHECKING PROCEDURE

Circle appropriate letter: S=Satisfactory N/A=Not Applicable U=Unsatisfactory

All unsatisfactory conditions require action for correction ranging from immediate to five day maximum.

Questions are designed for "yes" answers to be understood as satisfactory and "no" answers as unsatisfactory and requiring corrective action.

EXIT FACILITIES

1. Do all rooms have access to two separate means of exit?	S	N/A	U
2. Are exit lights are working?	S	N/A	U
3. Are all exit paths clear of storage?	S	N/A	U
4. Are doors in stairways properly self-closing?	S	N/A	U
5. Are wedges and other means used to hold back required stairway enclosure doors, to the detriment of fire safety of upper floors, prohibited?	S	N/A	U
6. Are heating plant and fuel supply areas cut off from the rest of the building by fire resistive construction in ceiling and walls?	S	N/A	U
7. Are exit routes readily accessible through doors of full height?	S	N/A	U
8. Can exit doors be opened from the interior without a key or special device?	S	N/A	U
9. If the building is protected by an automatic sprinkler system, is it in working condition? Date of last test: _____ Date of last inspection: _____	S	N/A	U
a. Are sprinklers free from blockage (nothing hanging on the pipes, 18" free of obstructions, sprinkler heads not painted)?	S	N/A	U
10. If the property is completely protected by a standard automatic fire alarm (detection) system, is it in working condition? Date of last test: _____ Date of last inspection: _____	S	N/A	U
11. If the building does not have either automatic sprinklers or fire alarm (detection) equipment, does it have a manual fire alarm system?	S	N/A	U
a. Are smoke detectors in working order?	S	N/A	U
b. Is emergency lighting operational?	S	N/A	U
12. Has the fire escape been inspected? Date of last inspection: _____	S	N/A	U
13. Are fire escapes free from obstruction?	S	N/A	U

(NOTE: A fire officer's help should be solicited for requirements 9, 10, and 11.)

HEATING EQUIPMENT

14. Are boilers equipped with pressure relief valves and water level gauges?	S	N/A	U
15. Are boilers and water tanks checked regularly by a qualified inspector for cracks, corrosion and other defects? Requirements should be checked with the chapter insurance company. Date of last inspection: _____	S	N/A	U
16. Is the furnace enclosed in a separate room with fire resistive partitions, with the ceiling similarly protected?	S	N/A	U
17. Is a self-closing fire door provided at the inside entrance of the furnace room?	S	N/A	U
18. Are metal containers with metal covers provided for the disposal of cigarette ashes?	S	N/A	U
19. Are all necessary automatic limit controls provided on heating equipment, including duct systems, breaching and others, in good working order and checked annually?	S	N/A	U
20. Is all heating equipment, including chimneys, flue connectors, vents from gas appliances and hot air ducts:	S	N/A	U
a. In good serviceable condition and well maintained?	S	N/A	U
b. Properly insulated and separated from combustible storage by safe distance?	S	N/A	U
c. Serviced by a qualified service man at least once each year?	S	N/A	U
21. Does the oil burner have a remote control switch?	S	N/A	U
22. Are exposed oil lines protected from physical damage?	S	N/A	U
23. Is the location of the main gas valves known and are the means and knowledge provided for closure in emergencies as well as opening and relighting gas appliances?	S	N/A	U
Is hot water must be at least 110 to 130 degrees at the faucet?	S	N/A	U

KITCHEN

24. Is the range safely installed away from combustible material and the nearby floor protected?	S	N/A	U
25. Is there a hood above the range and is it equipped with an exhaust duct to the outside?	S	N/A	U
26. Is the hood kept free of grease accumulations?	S	N/A	U
27. Are filters used and kept clean?	S	N/A	U
28. Is the exhaust duct insulated or separated from combustible material by a safe distance (18 inches is required for combustible materials)?	S	N/A	U
29. Is the proper type of fire extinguisher for grease fires provided and is it in good working order? Dry chemical extinguishers containing sodium bicarbonate or potassium bicarbonate are recommended with at least a 20 "B" rating. Date of last inspection/ service by a qualified outside contractor: _____	S	N/A	U
30. Is the refrigeration equipment serviced by a qualified service man at least once a year?	S	N/A	U
31. Is the hood and duct work system cleaned twice per year? Date of last cleaning: _____			

EMERGENCY ACTION MEASURES

32. Are there fire extinguishers of the proper type for the area protected? Do you know how to use them properly? Dry chemical extinguishers with "A B C"	S	N/A	U
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ratings are recommended in minimum 10-pound size and located not to exceed 50-foot travel distance.			
33. Are extinguishers serviced and dated at least annually? Date of last contractor inspection: _____	S	N/A	U
34. Is parking restricted so that the fire department would always have free access to the building?	S	N/A	U
35. Has an emergency plan been set up? Are fire drills held quarterly?	S	N/A	U
36. Are fire emergency instructions conspicuously published and up to date?	S	N/A	U
37. Do they include prompt reporting and alarm of even minor or incipient fires?	S	N/A	U

ELECTRICAL

38. Is temporary wiring with extension cords prohibited?	S	N/A	U
39. Are all major appliances, especially laundry and kitchen equipment, properly grounded?	S	N/A	U
40. Are lighting fixtures in good physical condition and shock proof in bathrooms?	S	N/A	U
41. Are electric fuses properly maintained and not overloaded with appliances, such as electric blankets, radios, clocks, coffee makers, heaters, etc., making necessary use of larger fuses than proper?	S	N/A	U
42. Are all known electrical problems corrected?	S	N/A	U

SPECIAL HAZARDS

43. Is chapter housekeeping good in storage area? Basement? Attic? Garage and outbuildings?	S	N/A	U
44. Are smoking fire hazards under control? Is smoking prohibited in bed?	S	N/A	U
45. Are stairways adequately lighted?	S	N/A	U
46. Do all stair steps and wells have well secured banners and railings?	S	N/A	U
47. All walls are free from holes?	S	N/A	U
48. Are all halls and stairways free from obstruction?	S	N/A	U
49. Are lint filters in dryers cleaned regularly?	S	N/A	U
50. Are dryer vent pipes no longer than 25' in length?	S	N/A	U
51. Are flammable liquids such as gasoline prohibited in the chapter facility?	S	N/A	U
52. Are kitchen facilities maintained and operated in a sanitary manner?	S	N/A	U
53. Is there an emergency number for medical help and fire departments at each telephone?	S	N/A	U
54. Are decorations required to be non-combustible when provided in any room or space used for assembly purposes?	S	N/A	U
55. Is the collection and disposal of trash safely handled in a manner to avoid hazardous accumulations of combustible material, such as the use of closed metal cans?	S	N/A	U
56. Are spaces beneath stairs free from accumulations of combustible material?	S	N/A	U
57. Are stairwells lighted and banisters provided where needed?	S	N/A	U
58. Are all Christmas decorations non-combustible?	S	N/A	U
59. Are all Christmas electrical decorations UL listed and identified as such?	S	N/A	U
60. Are fireplaces and chimneys (where present) inspected and cleaned annually?	S	N/A	U
61. Are paints and flammable materials stored in fully-enclosed metal cabinets or in well-ventilated outbuildings while being used and then discarded?			

CORRECTIVE ACTIONS TAKEN/RECOMMENDED

Copies should go to:

Fraternity Headquarters

Chapter President

Alumnae/Alumni advisors and corporation board members as appropriate