

# Property Owner's Annual Essential Life-Safety Measures Inspection Report

**To be completed by Property Owner or Owners designee**

Property Name  Contact Name

Address

City  State  Zip Code  Date

Phone Number  E-Mail Address

Inspector's Name  Report Delivered To

Report Delivered Via:  Mail  E-Mail  IROL  Fax

	EXTERIOR	N/A	OK	CAR*	NOTES
A-1	Fire Lanes are marked and clear of obstructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
A-2	Address or Fire # Clearly Marked and legible from street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
A-3	Exterior Fire Department Hose Connection accessible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
A-4	FD connections capped to protect threads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
A-5	Private hydrants serviced and clear of obstructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
A-6	Fire Escapes in working order	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
A-7	Clear of excess combustibles (weeds, trash, flammables)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
A-8	OTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>

\*Corrective Action Required

	FIRE DOORS	N/A	OK	CAR	NOTES
B-1	Panic bar openers in place and working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
B-2	Doors fully self close on their own	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
B-3	Doors designed to close during a fire alarm are not propped and held open	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
B-4	Doors designed to close during a fire should be tested annually	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
B-5	Exterior exit doors all swing out	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
B-6	Locked exit doors all open from the inside and are not chained	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
B-8	OTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>

	MEANS OF EGRESS	N/A	OK	CAR	NOTES
C-1	Aisles and paths of egress free of obstructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
C-2	Commercial properties have a minimum of two exits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
C-3	Evacuation Plans clearly displayed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
C-4	Annual fire drill documented and up to date	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>
C-5	OTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%; height: 20px;" type="text"/>

EMERGENCY/EXIT LIGHTING		N/A	OK	CAR	Notes
D-1	All Exits clearly marked	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
D-2	All exit signs clearly visible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
D-3	All exit signs bulbs working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
D-4	Sufficient Emergency Lighting Coverage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
D-5	Emergency lighting is operational and tests OK	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
D-6	Annual Lighting Inspection is current	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
D-7	OTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

STORAGE		N/A	OK	CAR	NOTES
E-1	Flammables are a minimum of 18" from heat source or open flames	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
E-2	Flammables are a minimum of 18" from energized electric source	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
E-3	Sprinkler heads are 18" above hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
E-4	Hazardous material properly stored	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
E-5	Hazardous materials properly marked	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
E-6	Material Safety Data Sheets are posted for any and all hazardous materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
E-7	Compressed Gas Cylinders fastened and secured	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
E-8	OTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

ELECTRICAL		N/A	OK	CAR	NOTES
F-1	All electrical outlets and switches have cover plates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
F-2	Electrical cords are not frayed or displaying any inner wires	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
F-3	Electric junction boxes all have approved covers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
F-4	All electric panels have approved covers or doors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
F-5	Electrical Panel not blocked	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
F-6	Electrical signs/labels are visible and legible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
F-7	Breaker lockouts preset for alarms, exit, emergency lights, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
F-8	OTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

ELEVATORS		N/A	OK	CAR	NOTES
G-1	Emergency phone operable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
G-2	Emergency keys available on premises	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
G-3	Elevator Certification current	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
G-4	OTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	STAIRS	N/A	OK	CAR	Notes
H-1	Free of obstructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
H-2	Adequately lit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
H-3	Emergency lighting coverage is sufficient	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
H-4	Exits clearly marked	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
H-5	Exit doors working and not locked; emergency push bars operable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
H-6	OTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	HOUSEKEEPING	N/A	OK	CAR	Notes
I-1	Flammable materials and debris are stored properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
I-2	Occupant Load signs posted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
I-3	OTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	FIRE RESTRICTIVE CONSTRUCTION	N/A	OK	CAR	Notes
J-1	Ceiling openings sealed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
J-2	Floor openings sealed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
J-3	Wall openings sealed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
J-4	Pipe chase openings sealed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
J-5	OTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	RAPID ENTRY	N/A	OK	CAR	Notes
K-1	Building Knox box present on the exterior of the building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
K-2	Building Keys/door codes in Knox box	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
K-3	Gate keys Knox box present on the exterior of the building, if needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
K-4	Gate key in Knox box, if needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
K-5	OTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	FIRE EXTINGUISHERS	N/A	OK	CAR	Notes
L-1	Annual maintenance checks are up to date	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
L-2	All extinguishes hung on a proper hangar, no less that 4" off the floor and no higher than 60"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
L-3	Extinguishers all meet NFPA Standard 10 requirements for coverage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
L-4	Extinguishers are all visible and clearly marked	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
L-5	Extinguishers are all easily accessible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
L-6	Extinguishers are proper types for hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
L-7	OTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	ENGINEERED & PRE ENGINEERED SYSTEMS	N/A	OK	CAR	Notes
M-1	Semi-Annual Inspection and Maintenance is up to date	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
M-2	Record of semi-annual inspection present	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
M-3	System cylinders secured	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
M-4	Systems are connected through a micro switch or pressure switch to the building fire alarm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
M-5	Area clear of excessive grease or combustible materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
M-6	OTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	FIRE ALARM	N/A	OK	CAR	Notes
N-1	Pull stations are accessible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
N-2	Pull stations are present near exits and paths of egress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
N-3	Device coverage meets or exceeds NFPA 72 Standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
N-4	Smoke or heat detector located near control panel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
N-5	Control panel is accessible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
N-6	System is approved (120volt systems are no longer approved)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
N-7	System is free of trouble lights or signals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
N-8	System is monitored by qualified station	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
N-9	Annual Inspection Current	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
N-10	OTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	SPRINKLER SYSTEM	N/A	OK	CAR	Notes
O-1	Fire Department Connections are accessible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
O-2	FD connections capped to protect threads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
O-3	Standpipe Hose Valve equipped with operating wheel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
O-4	Standpipe Hose Valve capped	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
O-5	Interior and exterior bells are free of debris	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
O-6	Control valve accessible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
O-7	Control valve locked or chained open	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
O-8	Spare sprinkler heads on hand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
O-9	Sprinkler wrenches on hand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
O-10	Trim rings and cover plates are all in place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
O-11	Coverage is adequate according to NFPA 25	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
O-12	Heads are not painted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
O-13	System not in obvious need of repair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
O-14	Annual Fire Pump Test performed and recorded	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
O-15	Annual System Inspection performed and recorded	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
O-16	OTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	RECORD MANAGEMENT	N/A	OK	CAR	Notes
P-1	Fire extinguisher Annual Inspection Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
P-2	Exit/Emergency light Annual Inspection Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
P-3	Fire Alarm System Annual Inspection Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
P-4	Sprinkler System Annual Inspection Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
P-5	Fire Pump Test annual Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
P-6	Pre-Engineered semi-annual Inspection Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
P-7	Engineered System semi-annual Inspection Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
P-8	Elevator Inspection Certificate Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
P-9	OTHER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

NOTES OR  
QUESTIONS

**CERTIFICATION**

I certify that, to the best of my knowledge and ability, this report is accurate and complete.

Signed By \_\_\_\_\_

Date \_\_\_\_\_