

FACILITY MANAGER'S FIRE PREVENTION MONTHLY REPORT CHECKLIST				
FACILITY NUMBER	FACILITY MANGER (Rank and Full Name)	DUTY PHONE NUMBER		
A. GENERAL		YES	NO	N/A
1. Facility Managers shall maintain a Fire Prevention folder containing the following:		☐	☐	☐
a. Monthly Facility Manager Inspection / Extinguisher Reports		☐	☐	☐
b. Unit Operating Instruction concerning Fire Safety, fire Reporting & Fire Evacuation		☐	☐	☐
c. Unit Fire Prevention Assessment Reports and/or all issued AF Form 1487, Fire Prevention Visit Report. If all discrepancies have been corrected, destroy IAW AFI-33-364, Records Disposition – Procedures and Responsibilities. Open items must be maintained until corrected.		☐	☐	☐
d. Submitted NexGen Work Tasks in (TRIRIGA) Base Civil Engineer Work Request (Fire Safety Related)		☐	☐	☐
e. Fire Evacuation Drill Report/Record (if required by occupancy)		☐	☐	☐
f. Facility Manager's Commander/Director Appointment Letter and Training Certificate		☐	☐	☐
2. Are occupants knowledgeable of fire reporting procedures, use of fire extinguishers & performance of specific duties including fire drills, that relate to fire prevention practices?		☐	☐	☐
3. Are Emergency Notification Stickers (911) affixed to each telephone (Lodging Only)?		☐	☐	☐
4. Are fire lanes & Fire Dept. Connections (FDCs) kept clear, a 15 ft. distance maintained from fire hydrants?		☐	☐	☐
B. EXITS				
5. Are exit pathways unobstructed?		☐	☐	☐
a. All exit doors & discharges checked daily to ensure no condition exists that interferes with their intended use?		☐	☐	☐
b. Are panic hardware devices operational?		☐	☐	☐
NOTE: Do not bolt or padlock doors when a building is occupied.				
C. FIRE DOORS				
6. Are automatic or mechanically released fire doors checked to insure fusible links are not painted, door travel path is unobstructed and all mechanism are fully operational?		☐	☐	☐
D. EMERGENCY LIGHTING				
7. Are emergency lights checked monthly for 30 seconds to ensure proper operation?		☐	☐	☐
a. Is a written record kept of these tests?		☐	☐	☐
b. If emergency lighting is inoperative when checked, submit a work task in TRIRIGA.		☐	☐	☐
E. STORAGE REQUIREMENTS				
8. Is storage IAW the following? Other regulations or directives may require other enforcement. Apply strictest.				
a. General Occupancy:		☐	☐	☐
(1) Three foot clearance from circuit breaker panels, heating appliances & fuel storage locations.		☐	☐	☐
(2) Eighteen inches clearance from ceilings with fire suppression/detection devices & lighting fixtures.		☐	☐	☐
b. Storage Facilities:		☐	☐	☐
(1) SRINKLERED: 18 inches clearance for stacks less than 15 feet in height.		☐	☐	☐
(2) NON-SPRINKLED: 18 inches clearance from electrical fixtures; 36 inches clearance from heating appliances; 24 inches clearance from ceiling or structural members regardless of stack height.		☐	☐	☐
9. Are janitorial supplies & equipment stored properly?		☐	☐	☐
F. HOUSKEEPING				
10. Are non-combustible containers/receptacles for rubbish & trash used & emptied daily?		☐	☐	☐
11. Are metal containers with lids being used for rags, separated & marked "Clean Rags" or "Dirty Rags"?		☐	☐	☐

(OVER)

G. FIRE EXTINGUISHERS		YES	NO	N/A
12. Are fire extinguishers mounted or in designated cabinets and in their proper location?		☐	☐	☐
13. Are fire extinguishers in clear view & accessible?		☐	☐	☐
14. Are fire extinguishers inspected monthly, and documented on an attached inventory inspection form, tags or other automated system?		☐	☐	☐
15. Are fire extinguishers being used for other than their intended purpose? Do Not Use As Door Stop!		☐	☐	☐
16. Are fire extinguishers requiring service taken to approved/authorized service provider?		☐	☐	☐
17. Personnel shall receive initial & annual fire extinguisher training by their supervisor or facility manager with assistance from Fire Prevention?		☐	☐	☐
H. FLAMMABLE/COMBUSTIBLE MATERIALS				
18. Are flammable/combustible materials stored in approved cabinets.				
19. Are proper type fire extinguishers available and properly located? NOTE: An extinguisher rated not less than 40-B is required for "inside storage rooms". They must be no more than 10 feet from the door opening into the inside storage room. For outside of storage rooms, but inside a building incidental storage cabinets, one extinguisher rated not less than 40-BC shall be located within 30 feet. Grounding of storage rooms & cabinets located outside not inside.		☐	☐	☐
I. GROUNDS MAINTENANCE EQUIPMENT				
20. Are lawn mowers, gasoline powered weed trimmers, etc. stored in approved areas?		☐	☐	☐
21. Is the gas tank emptied & carburetor drained & purged during off season?		☐	☐	☐
J. SMOKING AREAS				
22. Are designated smoking areas approved by unit commander/director on file?		☐	☐	☐
23. Are smoking material receptacles metal "Gooseneck" type & properly maintained? (No Trash Cans in Area)		☐	☐	☐
K. ELECTRICAL/HEATING ITEMS				
24. Are use of extension cords limited to "Temporary" use only?		☐	☐	☐
25. Are electrical cords "Prohibited" from being run under rugs, hang over walls, run through doorways or windows, through ceilings and wires being subjected to physical damage?		☐	☐	☐
26. Are large appliances (e.g., refrigerators, ice machines, freezers, toaster ovens, coffee pots and window air conditioning units) plugged into a designated wall outlet?		☐	☐	☐
27. Are wall receptacles & electrical outlets operational? Are defective or broken receptacles/outlets reported to Civil Engineers?		☐	☐	☐
28. Are all non-essential electrical appliances unplugged?		☐	☐	☐
29. Are use of portable "Space" heaters prohibited in all buildings? The Base Civil Engineer must authorize, in writing, the use of portable heaters. (The use of personal space heaters is prohibited from use in all buildings IAW the Wing Energy conservation initiative required by Executive Order 13423, <i>Strengthening Federal Environmental, Energy, and Transportation Management</i> .)		☐	☐	☐
L. SELF HELP PROJECTS				
30. Are self-help and or Proprietary Approval projects coordinated through Wing Safety, Fire Prevention and approved by Civil Engineers before work starts?		☐	☐	☐
31. Are elevators subject to routine & periodic inspections, test and a monthly operation?		☐	☐	☐
a. Is a written record of the findings kept on file		☐	☐	☐
REMARKS				
DATE (YYYYMMDD)		FACILITY MANAGER'S SIGNATURE		

FIRE EXTINGUISHER INVENTORY & MONTHLY INSPECTION

Facility Number:

[illegible]

INSPECTION DATE :

FACILITY MANAGER'S SIGNATURE: