

**FACILITY MANAGER'S FIRE PREVENTION MONTHLY REPORT CHECKLIST**

FACILITY NUMBER		FACILITY MANGER (Rank and Full Name)		DUTY PHONE NUMBER		
<b>A. GENERAL</b>				<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is a Fire Prevention Folder maintained IAW AFMAN 91-203; Chapter 6, 6.2.1. Facility Managers/Supervisors shall				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include the following:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Monthly Facility Manager Inspection / Extinguisher Reports				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Unit Operating Instruction concerning Fire Safety, fire Reporting & Fire Evacuation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. AF Form 332, Base Civil Engineer Work Request (Fire Safety Related)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Fire Evacuation Drill Report/Record (if required by occupancy)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Facility Manager's Commander/Director Appointment Letter and Training Certificate				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are Emergency Notification Stickers (911) affixed to each telephone (Lodging Only)?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are fire lanes & Fire Dept. Connections (FDCs) kept clear, a 15 ft. distance maintained from fire hydrants?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. EXITS</b>						
5. Are exit pathways unobstructed?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. All exit doors & discharges checked daily to ensure no condition exists that interferes with their intended use?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are panic hardware devices operational?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NOTE: Do not bolt or padlock doors when a building is occupied.</b>						
<b>C. FIRE DOORS</b>						
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? Note: ensure these doors are not chocked open.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. EMERGENCY LIGHTING and EXIT LIGHTS</b>						
7. Are emergency lights and lighted exit signs checked monthly for 30 seconds to ensure proper operation?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is a written record kept of these tests?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is a work order submitted to CE if lights do not operate correctly?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. STORAGE REQUIREMENTS</b>						
8. Is storage IAW the following? Other regulations or directives may require other enforcement. Apply strictest.						
a. General Occupancy:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Three foot clearance from circuit breaker panels, heating appliances & fuel.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Eighteen inches clearance from ceilings with fire suppression/detection devices & lighting fixtures.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Storage Facilities:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) SRINKLERED: 18 inches clearance for stacks less than 15 feet in height.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(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.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are Janitorial supplies & equipment stored properly?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F. HOUSKEEPING</b>						
10. Are non-combustible containers/receptacles for rubbish & trash used & emptied daily?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are metal containers with lids being used for rags, separated & marked "Clean Rags" or "Dirty Rags"?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(OVER)

<b>G. FIRE EXTINGUISHERS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
12. Are fire extinguishers mounted or in designated cabinets and in their proper location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are fire extinguishers in clear view & accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are fire extinguishers inspected monthly, documented on attached Inventory inspection form, tags or other automated system? Ref. AFMAN 91-203, <i>Air Force Consolidated Occupational Safety Standards</i> ,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are fire extinguishers being used for other than their intended purpose? <b>Do Not Use As Door Stop!</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are fire extinguishers requiring service taken to approved/authorized service provider?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Do personnel receive initial fire extinguisher training & annual refresher training - Both conducted by their supervisor or facility manager with assistance from Fire Prevention? Ref. AFMAN 91-203, Chapter 6 and OSHA 1910.157 (9) (1-4).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>H. FLAMMABLE/COMBUSTIBLE MATERIALS</b>			
18. Are flammable/combustible materials stored in approved cabinets IAW AFI 91-203			
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. Ref. AFMAN 91-203, Chapter 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I. GROUNDS MAINTENANCE EQUIPMENT</b>			
20. Are lawn mowers, gasoline powered weed trimmers, etc. stored in approved areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Is the gas tank emptied & carburetor drained & purged during off season?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>J. SMOKING AREAS</b>			
22. Are designated smoking areas approved by unit commander/director on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Are smoking material receptacles metal "Gooseneck" type & properly maintained? (No Trash Cans in Area)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>K. ELECTRICAL/HEATING ITEMS</b>			
24. Are use of extension cords limited to "Temporary" use only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Are wall receptacles & electrical outlets operational? Are defective or broken receptacles/outlets reported to Civil Engineers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Are all non-essential electrical appliances unplugged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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> .)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>L. SELF HELP PROJECTS</b>			
30. Are self-help and or Proprietary Approval projects coordinated through Wing Safety, Fire Prevention and approved by Civil Engineers before work starts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Are elevators subject to routine & periodic inspections, test and a monthly operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is a written record of the findings kept on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REMARKS			
DATE (YYYYMMDD)		FACILITY MANAGER'S SIGNATURE	

**FIRE EXTINGUISHER INVENTORY & MONTHLY INSPECTION**

**Facility Number:**

<b>TYPE</b>	<b>SIZE</b>	<b>SERIAL NUMBER</b>	<b>LOCATION</b>	<b>Year Extinguisher Manufactured</b>	<b>6 Yr. MAINT DUE</b>	<b>12 Yr. HYDROSTATIC TEST DUE</b>

**INSPECTION DATE :**

**FACILITY MANAGER’S SIGNATURE:**