

Monthly Emergency Checklist

- Check needle on all fire extinguishers in the hallways.
- Check location of those fire extinguishers that are not at normal level.
- Check all exits and panic bars to ensure that they are locked, but can be opened in case of emergency.
- Check location of doors with panic bars that are not working.
- Check the emergency lights on the exit signs.
- Check location of emergency lights that do not work.
- Check for items that are blocking the egress or exits.
- Check emergency lights.
- Check outlet - no more than two plugs in outlet, absent a surge protector; everything is plugged in, no frayed cords.
- Check panic bars and exits to ensure that they can open in case of emergency.
- All hanging sign and postings are fire retardant or treated with fire retardant chemicals.
- All signs/artwork are hanging at least 18 inches from the ceiling.
- All signs/hangings material are at least 2 ceiling tiles from sprinkler head.
- Kitchen hood is free of dust and grease.
- Check outlets and plugs.
- Test GFCI sockets.

The emergency checklist done by (CENTER FIRE OFFICER)

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|--------------------------|-------|-------|
| Name: | Date: | Time: |
| | | |
| Work Order Requested by: | Date: | Time: |
| | | |
| Work Order Accepted by: | Date: | Time: |
| | | |