

Taszar Fire Department Facilities Checklist

Date Accomplished: _____

I. General:

- A. ____ The required Occupational Safety and Health workplace poster shall be displayed in the station, as required, where all employees are likely to see it.
- B. ____ Emergency instructions and telephone numbers shall be available for the general public in the event of an emergency and fire personnel are out of quarters.

II. Housekeeping:

- A. ____ All rooms, offices, hallways, storage rooms, and the apparatus floor shall be kept clean and orderly and in a sanitary condition.
- B. ____ All Hallways and/ or passages shall be free from any type of protruding objects such as nails, splinters, and holes.
- C. ____ All waste containers shall be emptied regularly.
- D. ____ Waste containers shall be provided in the kitchen and eating areas, These containers shall have tight lids.
- E. ____ All areas of the station shall be adequately illuminated.
- F. ____ Stairways shall be in a good condition with standard railings provided for every flight having 4 or more risers.
- G. ____ Portable ladders shall be adequate for their purpose, in good condition, and have secure footing.
- H. ____ Fixed ladders shall be equipped with side rails, cages, or special climbing devices.
- I. ____ Smoking shall not be permitted in no-smoking areas.
- J. ____ Containers of all cleaning agents shall be carefully labeled per the standard of OSHA.
- K. ____ First- Aid supplies shall be available and clearly identified as to location.
- L. ____ Shower curtains should provide adequate protection to prevent floors from becoming excessively wet and slippery.
- M. ____ Kitchen appliances and eating utensils should be kept clean and in good working order.

III. Exits:

- A. ____ All exits shall be visible and unobstructed.
- B. ____ All exits shall be marked with a readily visible sign that is illuminated.
- C. ____ Doors that might be mistaken for exits shall be marked "Not an Exit"
- D. ____ Exits and exit signs shall be free of decorations, draperies, and/or furnishings.
- E. ____ Primary exit routes shall be obvious, marked, and free of obstructions.
- F. ____ Exits should be kept as clean and dry as possible.

IV. Walking and Work Surfaces:

- A. ____ Floors shall be kept as clean and dry as possible.
- B. ____ Adequate lighting shall be provided in all working areas.
- C. ____ Fire fighters' routes to slide poles or to apparatus shall be completely free of projections, tripping hazards, loose objects, or to other impediments.
- D. ____ Beds shall be located as to result in minimum interference during turnout of fire fighters.
- E. ____ Handrails shall be of sufficient strength and proper design for all stairways and floor openings.

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V. Apparatus Floor And Maintenance Areas:

- A. _____ Ladders, pike poles, and other items projecting from the apparatus shall be clearly marked with bright colors flags, or other identification to warn against "head bump" accidents.
- B. _____ Apparatus doors shall be maintained in a safe, operating conditions.
- C. _____ Apparatus doors shall have adequate space for a proper clearance for vehicles.
- D. _____ Firefighters shall use adequate eye protection when working with power tool, (i.e. saws, fans, high pressure if equipment)
- E. _____ Eye protection shall be worn by personnel when working under vehicles.
- F. _____ In relation to the previous question, is eye protection provided, is it in good condition, and is it used?
- G. _____ All power tools shall be provided with proper guarding for electrical, cutting, and mowing parts.
- H. _____ Maintenance hand tools shall be safely stored when not being used, including SCBA maintenance tools. They shall be inspected periodically and maintained to assure their safe condition.

Unsafe conditions to check are as follows:

1. _____ The tools shall be clean.
2. _____ The handles/grips shall not be broken.
3. _____ There shall be no worn, defective points/parts on the tool.
4. _____ There shall be no parts missing.
5. _____ Pulleys and belts shall be properly guarded.
6. _____ Two spotters shall be used when vehicles are backing up.

VI. Fire Prevention and Protection:

- A. _____ Portable fire extinguishers shall be maintained in a fully operable condition and kept in designated places when not in use. They shall be inspected on a monthly basis.
- B. _____ Fire Extinguishers shall be of the proper type for the expected hazard.
- C. _____ Fire extinguisher shall have a durable tag securely attached to show the maintenance or recharge date. Also, the initials or signature of a person who performed the inspection shall be on the tag.
- D. _____ The fire alarm system shall be tested on a quarterly basis, if it station is so equipped.
- E. _____ Smoke detectors , which are in station not equipped with a fire alarm system, shall be tested the first Wednesday of each month.

VII. Hazardous Materials:

- A. _____ Cylinders of compressed gasses shall be stored in upright position away from combustible materials.
- B. _____ Flammable and combustible materials shall be stored in tanks or closed containers per NFPA 30, Flammable and Combustible Liquid Code.
- C. _____ Safety containers with self- closing lids shall b used for the storage of flammable liquids and soiled, oily rags.

VIII. Electrical Wiring, Fixtures, and Controls:

- A. _____ Electrical cords shall be strung so that they do not hang on pipes, nail hooks, and so forth.
- B. _____ Conduit shall be attached to all supports and tightly connected to junction and outlet boxes.
- C. _____ All equipment shall be securely mounted to the surface on which it sits.
- D. _____ Flexible cords and cables shall not be used as a substitute for fixed wiring.
- E. _____ All extension cords shall be properly grounded and approved.

F._____ All extension tools, whether department owned or personnel property, shall be properly protected for damaged power cords, plugs, worn switches, defective ground circuits, or other faults that could render them unsafe for use.

G._____ Electrical switches and circuit breakers shall be marked to show their purpose.

IX. Other:

A._____ Portable heaters used in station shall be placed out of travel routes and away from combustibles, and if turned over, they shall turn themselves off.

B._____ Any situation that warrants a concern shall be brought to the attention of the health and safety officer.

X. Comments:

Safety Officer