



OFFICE OF THE STATE FIRE MARSHAL
University of California Santa Cruz
Designated Campus Fire Marshal Program
Fire Safety and Prevention
1156 High Street, Santa Cruz CA 95064



**FIRE & LIFE SAFETY SELF INSPECTION CHECKLIST
BASED ON THE 2022 CALIFORNIA FIRE CODE**

GENERAL SAFETY

- Is there clutter that could add fuel to a fire or slow down escape? Improve housekeeping: maintain storage in a neat and orderly manner. CFC 315.3
- Are there holes in walls or ceilings? Are there missing ceiling tiles? Repair or replace all holes in walls/ceilings (e.g. missing tiles). CFC 703.1
- Are combustibles stored near heaters or other heat producing appliances? Provide clearance between heat producing appliances and combustibles. CFC 315 & 603.5
- Are compressed gas cylinders secured? Double chain compressed gas cylinders or chain cryogenic cylinders with a top ring tether if they are used. Compressed gas cylinders must be secured at all times whether they are empty or full. CFC 5303.5.3

EXITS

- Are all doors operational? Repair non-operable exit hardware and maintain all means of egress components (doors, locks, etc.) Remove any wedges/obstructions that are holding doors open. CFC 1032.1
- Is there storage in hallways and near exit doors? Remove storage and obstructions from exits, aisles, corridors, and stairways/stairwells. CFC 315.3.2 & 1032.2
- Are all exit doors easily openable from the inside (one turn of a knob/handle or one push of a panic bar)? Egress doors shall be readily openable from the egress side without the use of a key or any special knowledge or effort. CFC 1010.
- Are all EXIT signs illuminated or self-illuminated (glow in the dark)? Contact Fire and Life Safety for assistance with having these signs repaired if they are not illuminated. CFC 1031.

FIRE PROTECTION SYSTEMS

- Is storage stacked close to ceilings and sprinkler heads? Reduce storage to 18 inches below level of sprinklers or 24 inches below ceiling in non- sprinklered buildings. CFC 315.3.1
- Can alarm pull stations and fire extinguishers be easily accessed? Maintain clearance to fire protection equipment (pull stations, extinguishers, etc.) so they are readily accessible. CFC 509.2

ELECTRICAL

- Are extension cords being used? Extension cords may not be used as a substitute for permanent wiring. CFC 603.6
- Are additional outlets needed? Multi-plug circuited power strips may be used for small appliances. Multi-plug adapters, such as cube adapters and any unfused plug strips are prohibited. CFC 603.5.2 Circuited power strips must be plugged directly into an outlet. OSHA 1910.303(b)(2)
- Is there storage in front of electrical panels? Keep a clear area 30 inches in width, 36 inches in depth and 78 inches in height around electrical service equipment and panels. CFC 603.4
- Are cover plates installed on all outlets and light switches? Covers are required for all switch and electrical outlet boxes. CFC 603.2.2.6
- Is there storage in mechanical/electrical equipment rooms? Storage of combustibles in boiler rooms, mechanical or electrical rooms is not allowed. CFC 315.3.3

PORTABLE FIRE EXTINGUISHERS

- Have extinguishers been serviced within the last year (not more than a year since extinguisher service tag has been punched/checked with last service date)? Have monthly inspections been documented? Service and tag extinguishers annually, perform monthly inspections. CFC 906.2