

Preparing for Your Annual Fire and Life Safety Evaluation

Dear Building Manager;

In the near future, an annual fire and life safety inspection will be conducted for your building by the Stanford University Fire Marshal's Office (SUFMO).

The objective of the annual fire and life safety evaluation is to ensure that a reasonable degree of fire and life safety is maintained in your building for the occupants of your building. In order to meet this objective, it is critical that SUFMO works cooperatively with you in order to reduce the number of deficiencies noted during the evaluation and the timely mitigation of any noted deficiencies so that we can reduce the number of subsequent visits necessary to confirm compliance.

In order to help you identify common deficiencies that are observed during the annual evaluations, please use the following checklist to prepare for your annual fire and life safety evaluation.

SUFMO looks forward to partnering with you to help ensure a reasonable degree of fire and life safety is provided to all who work in and visit your building.

Pre-Evaluation Checklist for Your Annual Fire and Life Safety Inspection	
	Means of Egress: All exit doors open freely and are not rendered inoperable in any way
	Means of Egress: All exit signs are illuminated and visible.
	Means of Egress: Exit aisles, corridors, doors and stairways are maintained free of obstructions.
	Electrical: Extension cords can only be used on a temporary basis serving a single portable appliance.
	Electrical: Electrical cords shall not be subject to conditions that may damage them such as running under carpets, through doorways, ceilings and walls.
	Electrical: Power strips shall be plugged directly into an approved receptacle and not into another power strip.
	Electrical: Access shall be maintained to all electrical panels.
	Electrical: Cover plates for outlets and switches shall be provided and replaced when damaged.
	Fire Doors: Fire doors shall not be blocked, obstructed or propped open in any way that would prevent them from closing and latching closed. Fire doors shall be maintained self-closing and latching.
	Fire Extinguishers: Fire extinguishers are maintained accessible and ready for use at all times.
	Storage: Storage in corridors is only allowed when the storage does not encroach into the required minimum width of the corridor (generally 44 inches). Storage in corridors is also required to be secured in a manner that will prevent it from obstructing the corridor during a seismic event.
	Storage: Storage in buildings shall be maintained in an orderly manner that will maintain adequate access and egress for rooms or areas.
	Storage: Vertical ceiling clearance shall be maintained as follows: 2 feet in nonsprinklered areas; and 18 inches in areas protected by fire sprinklers.
	Hazardous Materials: Hazardous Materials are used, stored and handled in a safe manner.
	Hazardous Materials: Compressed gas cylinders are secured in an approved manner.
	Exterior: Building address is clearly visible from the street.
	Exterior: A minimum of 36 inches of clearance is provide around all fire protection equipment including hydrants, fire protection control valves and fire department connections.