

Laboratory Fire Safety Compliance Checklist

Building: _____ **Room Number:** _____

		Yes	No	N/A
	General Fire Safety			
1	Exit signs lit and emergency lights operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	New or surplus equipment, trash, and empty containers not discarded in the corridor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Laboratory doors remain closed at all time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Warning signs are listed on the door of the lab (ex. flammable solvents, biohazard, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Emergency evacuation routes posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Emergency procedures are written and available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Equipment maintenance plans are written.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Aisles free of clutter (no tripping hazards) and exit doors not blocked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	A current inventory and MSDS sheets of all chemicals used in the lab is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Laboratory fume hoods have current inspection/certification labels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Quantity of flammable/combustible liquids does not exceed storage limits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Refrigerators for flammable are explosion proof type and are properly marked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Mechanical rooms and spaces kept clear of trash and combustible storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Gas Cylinders			
14	Number of compressed gas cylinders does not exceed the maximum number allowed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	All cylinders not in use are stored in an appropriate location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	All cylinders are properly secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	All cylinders without regulators are capped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Chemical Storage			
18	Chemicals are stored properly (ex. according to compatibility, not stored in fume hood).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Flammable liquids are stored away from ignition sources (burners, hotplates, electrical units, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Electrical Safety			
20	All electrical wiring is free of fraying and cuts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	All electrical devices are grounded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Extension cords are not used for permanent wiring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Controls that turn equipment on and off are labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Electrical receptacles, switches, and controls are located so as not to be subject to liquid spills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Circuit breaker panels and electrical transformers are free of storage within 30 inches of the panel in laboratories and mechanical spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed: _____ **Date:** _____

Laboratory Fire Safety Compliance Corrective Actions

Note the number of the item that is not in compliance, what steps are being taken to achieve compliance, and the anticipated corrective date.

Building: _____ **Room Number:** _____

Signed: _____ **Date:** _____

Laboratory Fire Safety Compliance Checklist Item Description

1	Emergency signs help direct individual out of a building and emergency lighting provides minimal lighting levels in case of a power failure. Report any fixture that is not working to the Work Management Center at (404) 651-0700.
2	Corridors are intended to provide a safe and efficient means of exiting a building in emergencies and during normal daily activities. They should not be used as a storage area at any time.
3	Building ventilation systems and fume hood designs depend on laboratory doors to remain closed at all time. Doors left open can render a fume hood useless, exposing building occupants to hazardous chemicals.
4	Warning about any unusual chemical, biological, or physical hazard are required to be prominently posted at or near all laboratory entrance doors.
5	Evacuation routes from each laboratory to the two closest exits must be posted.
6	Alarm activation, evacuation and building re-entry procedures, clothing fires, and equipment shutdown procedures or applicable emergency operation must be written and readily available to all laboratory occupants.
7	Maintenance plans for all equipment used in a laboratory must be written and available.
8	Generally, all aisles leading to fire exits must be at least 44 inches wide in undergraduate teaching labs and 36 inches wide in all other laboratories. Equipment and furniture must be placed to prevent any obstruction to the fire exits. Any space over 1,000 square feet must have two fire exits.
9	All hazardous materials must be listed on an inventory associated with the MSDS collection. The chemical supplier, manufacturer, or distributor should accompany the chemical name. DOT hazard class and NFPA ratings for all hazardous chemicals should also be included in the inventory. This information is generally available on the MSDS and chemical container label, or on the shipping container in which the chemical was received.
10	All fume hoods must be inspected and certified annually and have a current inspection sticker posted on the facing of the hood.
11	See the <i>Flammable Liquids and Compressed Gas Storage Requirements Information Sheet</i> .
12	Residential type refrigerators can not be used to store flammable liquids
13	As with exit corridors, mechanical rooms and mechanical corridors are not intended to serve as storage rooms. They must remain clear of all storage.
14	See the <i>Flammable Liquids and Compressed Gas Storage Requirements Information Sheet</i> .
15	Cylinders, empty or full, may not be stored in a corridor.
16	Gas cylinders must be anchored by chains, clamps, or stands unless they are being moved.
17	Cylinders not in current use should have the regulator removed and the cap secured.
18	Very generally... Flammable chemicals should be stored away from oxidizing chemicals. Acids must be separated from caustic chemicals. Either distance or a barrier can be used for separation. Poisonous materials usually must be kept separate from acids. All chemicals must be stored and used away from any area used for eating, drinking, or smoking. Chemicals with unusual properties should be stored separately from other chemicals. Storage areas should be labeled with DOT and NFPA labels.
19	If a container of flammable liquid failed, would the leaking liquid contact any item that could cause ignition?
20	Electrical cords should not show signs of wear or breakage.
21	Three prong plugs should be used for all electrical items, except double insulated tools.
22	Any fixed or permanent equipment should be hard wired into the power system. If the

	unit must be unpluggable, the outlet should be within reach without an extension cord. Computer systems may use a surge suppressing power strip to provide surge protection.
23	Both On and Off positions are identified. The equipment that is controlled by the switch is obvious, or the label includes the identification of the controlled equipment.
24	Self-explanatory.
25	Circuit breakers and other electrical disconnecting devices must have at least 30 inches of clearance, to ensure immediate access if needed and to ensure electrician safety during maintenance.