

# **PRE INSPECTION TIPS CHECKLIST**

- Remove all Extension Cords and replace them with Power Strips with Over Current Protection Breakers
- Extension Cords not being used shall be disconnected from the outlet and properly coiled up
- No Power Strips can be plugged into another Power Strip or Extension Cord. Device used must be plugged directly into an outlet
- Repair/Replace Frayed Electric Cords and have any Junction Boxes or Electrical Covers replaced so that connections and wires are not exposed
- Labeled Fire Doors cannot be propped open. Remove any prop open devices and make certain they close and latch
- Properly secure any Gas Cylinders to prevent them from falling over by using Chain and or Straps to a fixed point
- Combustible Storage cannot be within 18 inches of sprinkler heads and 24 inches from the ceiling in rooms without sprinkler protection
- Mechanical Rooms are clear of Combustible Materials and they are neat and orderly
- Maintain 36" work space clearance in front of Electrical Panels
- Check Flame Retardant requirements for Curtains/Drapes in Assembly Spaces of 50 or more people and Lab Spaces
- Ensure that all Hallways and Stairwells are free of obstructions especially Combustible Material Storage
- Ensure that all Exit Signs are Illuminated and in Good Condition
- All Ceiling Tiles are in place and not broken
- Ensure that all Fire and Life Safety equipment is accessible and not obstructed
- Maintain Unobstructed Exits and Egress