

DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS

TWENTY-FOUR HOUR BUILDING FIRE REPORT

For Week of:

INSTRUCTIONS	BUILDING							WARD														
	1st SHIFT							2nd SHIFT							3rd SHIFT							
	S	M	T	W	T	F	Sat	S	M	T	W	T	F	Sat	S	M	T	W	T	F	Sat	
NOTE: Residential Homes - Check Weekly																						
1. Extinguishers - Check Gauge, Nozzle Opening Clear, in Proper Location																						
2. Check Hose and Connections - Hose Dry and Properly Racked																						
3. Exit Lights On - Emergency Lights Tested and Working																						
4. Fire Alarm Box Unobstructed																						
5. Storage, Linen Rooms and Closets - Neat and Free From Fire Hazards																						
6. Stairways Clear and Well Lighted - No Trash or Other Items																						
7. Fire and Smoke Doors - All Clear and Closing and Latching Properly																						
8. Keys - Available for Fire Alarm, Hose Cabinets, Security Screens, All Doors - Do They Operate																						
9. Evacuation routes and Disaster Manual Posted																						
10. Smoking Area Signs Posted																						
COMMENTS:	Initials: Inspection Person																					
	Supervisor																					

* Mark Yes or No If "No" is indicated, the Maintenance Department or person responsible for correcting deficiency is to be contacted on that day.

Original - Fire Safety Office
Copy - Supervisor