

Phi Delta Theta Fraternity

Chapter Facility Life Safety Checklist

| | |
|--------------------------------------|----------------------|
| Chapter: _____ | School: _____ |
| Chapter Representative: _____ | Date: _____ |

| | YES | NO |
|--|--------------------------|-----------------------|
| FIRE DETECTION / ALARM SYSTEMS: | | |
| 1. Smoke detectors present throughout the entire facility? | <input type="checkbox"/> | <input type="radio"/> |
| 2. Facility fully protected by an automatic fire detection/alarm system which is hard wired? | <input type="checkbox"/> | <input type="radio"/> |
| 3. Fire detection/alarm system sound at a central monitoring service station? | <input type="checkbox"/> | <input type="radio"/> |
| 4. Facility fully protected by manual or pull station alarms? | <input type="checkbox"/> | <input type="radio"/> |
| 5. Fire detection/alarm systems regularly serviced by a qualified company? | <input type="checkbox"/> | <input type="radio"/> |
| 6. Are all fire detection/alarm systems and smoke detectors tested regularly? (Automatic - annually; Manual - monthly; Battery smoke detectors - weekly) | <input type="checkbox"/> | <input type="radio"/> |
| EXITS AND EMERGENCY ESCAPE ROUTES: | | |
| 1. Exits and escape routes clearly marked with lighted exit signs? | <input type="checkbox"/> | <input type="radio"/> |
| 2. Emergency escape ladders available on the upper floors? | <input type="checkbox"/> | <input type="radio"/> |
| 3. Exits easily opened from the inside without keys or special devices? | <input type="checkbox"/> | <input type="radio"/> |
| 4. Exits and escape routes (doors, hallways, stairways) well lighted and kept clear? | <input type="checkbox"/> | <input type="radio"/> |
| 5. Exterior fire escapes adequate, easily accessible, and safely maintained? | <input type="checkbox"/> | <input type="radio"/> |
| EMERGENCY LIGHTING SYSTEMS / PORTABLE FIRE EXTINGUISHERS: | | |
| 1. Facility fully protected by an automatic emergency lighting system? | <input type="checkbox"/> | <input type="radio"/> |
| 2. Emergency lighting tested monthly and repaired promptly? | <input type="checkbox"/> | <input type="radio"/> |
| 3. Fire extinguishers present throughout the facility which are operational and regularly serviced? | <input type="checkbox"/> | <input type="radio"/> |
| FIRE/EMERGENCY PLANNING MEASURES: | | |
| 1. Written fire emergency plan established, reviewed by chapter members, and posted? | <input type="checkbox"/> | <input type="radio"/> |
| 2. Self-closing fire doors present to reduce the potential for rapid fire spread? | <input type="checkbox"/> | <input type="radio"/> |
| 3. Fire doors and emergency exits kept free of any door stops or other obstructions? | <input type="checkbox"/> | <input type="radio"/> |
| 4. Emergency evacuation plans and escape routes currently posted in all rooms? | <input type="checkbox"/> | <input type="radio"/> |
| 5. Emergency phone numbers (fire, police, medical) posted at each telephone? | <input type="checkbox"/> | <input type="radio"/> |
| 6. Chapter members instructed in the operation of the fire alarm system, fire extinguishers, and emergency procedures? | <input type="checkbox"/> | <input type="radio"/> |
| 7. Chapter members required to participate in regular fire drills? | <input type="checkbox"/> | <input type="radio"/> |
| PROPERTY SECURITY AND SUPERVISION: | | |
| 1. Chapter facility secured with access restricted to members only via keys, or a keypad lock system? | <input type="checkbox"/> | <input type="radio"/> |
| 2. Specific person (house manager) designated to secure the chapter facility at a specific time each night, and to conduct a nightly fire/security inspection? | <input type="checkbox"/> | <input type="radio"/> |
| 3. After each "open access" function the facility is properly cleaned and secured? | <input type="checkbox"/> | <input type="radio"/> |

4. Property is secured and supervised during periods of vacancy (summer, vacations)?

ELECTRICAL SYSTEMS:

1. Wiring and lighting fixtures appear in good condition?
2. Electrical covers in place with none broken & no evidence of temporary wiring or tampering?
3. The use of extension cords is restricted especially with high voltage appliances (electric blankets, space heaters, coffee makers)?
4. Ground fault interrupters in bathrooms and kitchens?

KITCHEN FACILITIES AND EQUIPMENT:

1. All cooking areas fully protected by a fire hood extinguishing system?
2. Extinguishing system serviced twice a year by an outside contractor?
3. Removable grease filters cleaned regularly?
4. Kitchen well supervised, cleaned daily, and operated in a sanitary manner?

HEATING, REFRIGERATION & AIR CONDITIONING SYSTEMS:

1. All systems serviced by a qualified contractor within the last year?
2. Boiler/furnace located in a separate fully enclosed fire resistive room?
3. Boiler/furnace room kept clean and free of combustibles and trash?
4. All doors to separate rooms close completely?

SPRINKLER SYSTEMS:

If the chapter facility is protected by an automatic sprinkler system:

1. Sprinkler system serviced within the past year?
2. Sprinkler heads clean and unobstructed?

GENERAL EXTERIOR PREMISES CONDITIONS:

1. Parking areas, sidewalks, stairways, porches, and fire escapes properly maintained and kept free of slip/trip and fall hazards, debris, or obstructions?
2. Gutters attached securely and unobstructed so as to discharge away from the facility?
3. Chapter facility grounds well maintained?
4. Adequate exterior lighting for the entire facility including exits/entrances and parking areas?
5. Roof access strictly prohibited?
6. All windows and exterior doors in good condition?

GENERAL INTERIOR PREMISES CONDITIONS:

1. Floor surfaces and carpeted areas free of slip/trip and fall hazards?
2. Stairways equipped with secured handrails?
3. Non-slip surfaces provided in areas such as bathrooms, stairs, exits, and fire escapes?
4. Smoking controlled and confined to designated smoking areas only?
5. All cleaners/paints stored in a secure well-ventilated area in enclosed metal cabinets, with flammable liquids prohibited in the building?

GENERAL HOUSEKEEPING AND SPECIAL HAZARDS:

1. General interior and exterior housekeeping good?
2. Clean-up and trash removal done promptly?
3. Fireplaces and chimneys cleaned annually by a qualified professional?
4. Firearms prohibited in the chapter facility?