

Fire-Life Safety Survey Checklist for UW Bothell – Winter 2025

At UW Bothell, the Emergency Preparedness Manager has responsibility for fire safety. This includes fire drills and compliance with fire safety regulations. As a part of our fire safety plan, we conduct drills and fire-life safety surveys of all UW Bothell property. During the surveys, we check areas for fire and life safety issues. If any issues are discovered, we will follow up with the person/department using that space, Facilities Services, EHS, and others as needed.

This checklist is adapted from one used by EHS on the Seattle campus. If you have any questions or want to schedule a Fire and Life Safety Survey, contact Matt Colpitts at mcolp@uw.edu.

Checklist

- Adapted from EHS on the Seattle Campus - <https://www.ehs.washington.edu/system/files/resources/firesurveysmpl.pdf>.
- Additional Information is Available Here - <https://www.ehs.washington.edu/fire-life-safety-survey-explanations>

Housekeeping

- 1) Storage of combustible materials is kept neat and orderly.
- 2) Boiler rooms, mechanical rooms, and electrical rooms are free of combustible storage.
- 3) Combustible materials are kept at least three feet away from baseboard heaters, space heaters, and other sources of ignition.
- 4) Oily rags are in proper containers that are emptied regularly.
- 5) Fire department access roads, hydrants, and fire department connections are visible and unobstructed.

Storage-Seismic Safety

- 6) There are at least 18 inches of clearance between storage and fire sprinklers or 24 inches clearance between storage and ceiling for unsprinklered buildings.
- 7) Tall bookcases, refrigerators, freezers, and tall cabinets in the exit path are secured.
- 8) All shelves holding chemicals or other hazardous items have lips or other means to prevent items from falling.

Electrical

- 9) All electrical cords are in good condition and there is no use of extension cords as permanent wiring.
- 10) Equipment with motors, heaters, and other high amperage needs are plugged directly into a wall receptacle.
- 11) Extension cords and power strips are appropriate for the load and are not daisy-chained to each other.
- 12) There are at least 3 feet of clearance in front of all electrical panels.
- 13) There are no open junction boxes or exposed electrical wiring.
- 14) All electrical panels have a panel cover/door placed on them.

Entrances, Emergency Exits, Stairs, Hallways, Corridors

- 15) Corridors and exits are kept free of obstructions and hazardous materials/processes in accordance with UW Corridor Policy.
- 16) Exit pathway and emergency lights are maintained.
- 17) Exit signs are illuminated, in good repair, and exit sign faceplates indicate the correct direction of exit.

Doors

- 18) Fire Doors are kept closed and not propped open.
- 19) All roof access doors and hatches are locked.
- 20) Fire doors and their hardware are properly arranged and maintained.
- 21) Fire-rated walls and floor/ceiling assemblies are properly maintained.

Hazardous Materials, Chemical Storage (exclusive of labs and shops)

- 22) Hazardous materials storage cabinets are properly labeled and in good condition.
- 23) Flammable liquids are stored in cabinets or approved containers as required by fire codes.

Fire Extinguishers

- 24) Fire extinguishers are available, unobstructed, and accessible.
- 25) Fire extinguishers have been serviced, are fully charged, mounted, free of defects, appropriate for the risk, and adequately sized/rated.

Sprinkler and Standpipe Systems

- 26) Sprinkler piping and heads are free of foreign material, and nothing is hanging from or attached to them.
- 27) Fire protection systems are serviced and maintained.
- 28) Accessible sprinkler system control valves are secured or provided with tamper switches.

Fire Alarm System

- 29) Fire Alarm System Manual pull stations are clearly labeled, unobstructed, and accessible.
- 30) The fire alarm system has been maintained and does not show any troubles, alarms, etc.
- 31) The room containing the fire alarm panel has a sign posted outside the room indicating the location of the panel.

Other

- 32) Other Observations?