Inspection Tips for Building Owners and Managers

1. Keep up to date on your fire protection & life safety inspections. The routine maintenance and operational testing program for your building is governed by ICC and NFPA codes and standards, manufacturer's recommendations, instruction manuals, and the authority having jurisdiction. Regular inspections should be accomplished on fire alarm systems, sprinkler suppression systems, extinguishers, and special hazard systems, on an annual basis.
   a. The testing frequency for individual components of your system(s) will differ and could range from requiring inspection on a weekly, monthly, quarterly, semi-annual or annual basis.
2. Know your inspectors
   a. Your inspectors should be certified by a nationally recognized organization
   b. Nametags should be worn by inspectors identifying them as professionals who are authorized to be in the building
3. Your inspection reports should deliver the following information on all fire and life safety devices:
   a. Location of each and every device in building
   b. If each properly working device passed inspection or
   c. Why each device failed inspection
      i. Any recall alerts on device
      ii. Discrepancy issues
      iii. Does failed device need repair or replacement
   d. Date/time stamp that each device was inspected
   e. Device inventory & warranty status
   f. Indication of length of time devices have been in service
   g. Verification of report results
4. Proper detailed inspection reports can be excellent supporting documents for insurance companies or Authorities Having Jurisdiction
5. Make sure your employees or building tenants are aware of a scheduled inspection 24 hours in advance
   a. Audio/visual tests of fire devices may interfere with trainings, meetings or site visits
6. Let inspectors know of any construction or remodeling since the last annual inspection.
   a. Inspectors need to know of any changes and additions to the fire protection systems in your building

Building Safety Tips

1. Is your building equipped with working smoke detectors and fire extinguishers?
   a. NFPA requires every building with smoke detectors and fire extinguishers to be serviced every year to ensure that they are in proper working order.
2. Does your building have an emergency exit plan and is it posted in plain sight for all building occupants to view?
   a. It is important that building occupants know the safest and quickest route to exit the building in case of a fire.
3. Are all exits clearly marked with exit signs and emergency lights?
   a. Well-marked and lighted exits will make it easier for building occupants to exit the building during a fire.
   b. Keeping exit doors, hallways and egress paths clear of any items allows building occupants easy passage to escape and provides access for first responders to get to the fire.
4. Does your building have a safety manager or team?
   a. A safety manager or team can help monitor your building for unsafe practices that could help prevent an emergency situation.
5. Are building occupants properly trained on using extinguishers and other fire equipment?
   a. Making sure building occupants are trained and up to date on using fire devices during an emergency can help save lives and property.
6. Make certain equipment such as vending machines, boxes, furniture, etc. are not blocking access to fire & life safety devices (e.g. pull stations, fire extinguishers, fire blankets, fire hoses, defibrillators, etc.)

For more information on inspections and web-based inspection reporting, visit BuildingReports at www.buildingreports.com.

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Since introducing the first web-based inspection reporting system in 1999, BuildingReports has been committed to providing the most trusted inspection solutions in the world. Today it operates the world's largest network of independent service organizations and facility managers completing inspections in hundreds of thousands of buildings worldwide. BuildingReports' digital inspection and compliance reporting ensures accurate and comprehensive inspections that are fully documented in compliance with regulatory standards. Third Party Verification and certification ensures verifiable inspection results. Users can access

data online with standard Internet browsers from any location for flexible property management. For more information, visit www.buildingreports.com.