
	Scarborough Fire Department	
	Scarborough, Maine	
	Standard Operating Procedures	

Book:	Organization
Chapter:	Forms, Records & Reports
Subject:	1570 – Facilities Safety Checklist
Revision Date:	11/2/2005
Approved by:	<i>B. Michael Thurlow</i>

Date: _____ Apparatus: _____ Inspector: _____

- The required Maine Occupational Safety and Health workplace poster shall be displayed in the station, as required, where all employees are likely to see it
- Emergency instructions and telephone numbers shall be available for the general public in the event of an emergency and fire personnel are out of quarters
- All rooms, offices, hallways, storage rooms, and the apparatus floor shall be kept clean, Orderly, and in a sanitary condition
- All hallways and/or passageways shall be free from any type of defects or protruding objects such as nails, splinters, and holes
- All waste containers shall be emptied regularly
- Waste containers shall be provided in the kitchen and/or eating areas. These containers shall have tight lids
- All areas of the station shall be adequately illuminated
- Stairways shall be in good condition with standard railings provided for every flight having four or more risers
- Portable ladders shall be adequate for their purpose, in good condition, and have secure footing
- Fixed ladders shall be equipped with side rails, cages, or special climbing devices
- Smoking shall not be permitted in designated no-smoking areas
- First-aid supplies shall be available and clearly identified as to location
- Shower curtains should provide adequate protection to prevent floors from becoming excessively wet and slippery
- Cooking appliances and eating utensils should be kept clean and in good working order
- All exits shall be visible and unobstructed
- All exits shall be marked with a readily visible sign that is illuminated
- Doors that might be mistaken for exits shall be marked “Not an Exit”
- Exits and exit signs shall be free of decorations, draperies, and/or furnishings
- Primary exit routes shall be obvious, marked, and free of obstruction
- Exits should be wide enough for easy access
- Floors shall be kept as clean and dry as possible

- Adequate lighting shall be provided in all working areas
- Firefighters' routes to slide poles or to apparatus shall be completely free of projections, tripping hazards, loose objects, or other impediments
- Beds shall be located as to result in minimum interference during turnout of fire fighters
- Handrails shall be of sufficient strength and proper designs for all stairways and floor openings
- All slide pole floor openings shall be provided with safety enclosures
- A safety mat shall be positioned at the bottom of the slide pole
- The slide pole shall be regularly inspected and maintained
- Apparatus overhead doors shall be maintained in a safe, operating condition
- Fire fighters shall use adequate eye protection when working with grinders, drills, saws, welding equipment, and other tools likely to present an eye hazard
- Eye protection shall be worn by personnel when working under vehicles
 - Is eye protection provided, is it in good condition, and is it being used?
- Grinders and grinding wheels shall be adequately guarded. The safety guard shall cover the spindle end, nut, and the flange projections
- All power tools shall be provided with proper guarding for electrical, cutting, and moving parts
- Maintenance hand tools shall be safety stored when not being used. They shall be inspected periodically and maintained to assure their safe condition
- Portable fire extinguishers shall be maintained in a fully operable condition and kept in designated places when not in use. They shall be inspected on a monthly basis
- Fire extinguishers shall be of the proper type for the expected hazards
- The fire extinguisher shall have a durable tag securely attached to show the maintenance or recharge date
 - The initials or signature of the person who performed the inspection shall be on the tag.
- The fire alarm system shall be tested on a quarterly basis, if the station is so equipped
- If the station is so equipped, the sprinkler system shall be serviced by a qualified person
- The minimum amount of clearance, 18 in. (47.7cm), shall be maintained below the sprinkler heads
- Cylinders of compressed gases shall be stored in an upright position away from combustible materials
- Flammable and combustible materials shall be stored in tanks or closed containers per NFPA 30, *Flammable and Combustible Liquids Code*
- Safety containers with self-closing lids shall be used for the storage of flammable liquids and soiled, oily rags
- Electrical cords shall be strung so that they do not hang on pipes, nail hooks, etc.
- Conduit shall be attached to all supports and tightly connected to junction and outlet boxes
- All electrical cords shall be checked for fraying
- All equipment shall be securely mounted to the surface on which it sits
- Flexible cords and cables shall not be used as a substitute for fixed wiring
- All extension cords shall be properly grounded and approved