

PERIODIC INSPECTION CHECKLIST

Building Department. 20 Korean Veterans Plaza. Room 300
Holyoke, MA 01040. Phone: (413) 322-5600. www.holyoke.org

Facility Name: _____ Occupancy Type: _____

Address: _____ Occupancy Number: _____

Owner: _____ Inspector: _____

ADMINISTRATIVE		yes	no	n/a
1	Test reports for emergency lights, fire alarms, sprinklers, etc. have been submitted			
2	Prior certificate is posted in the space and is visible/accessible to the public			
3	Property is readily identifiable from the street			
4	Fire Escape/ egress certification on file within 5 years			
5	Occupants load is posted in each assembly room/space, near main entrance door			
6	All construction evident since last inspection date has been permitted and inspected			

STAIRS		yes	no	n/a
24	Exit stairs, fire escapes and decks are maintained in a safe condition. Attachments to buildings are provided			
25	Stairways have signage indicating level of upper and lower terminus if 3 or more stories			
26	Interior stairways are enclosed			
27	Handrails/guardrails are properly maintained in safe condition.			
28	Handrail if 3 or more risers, guardrail for walkway adjacent to > 30" drop			

BUILDING CONDITIONS		yes	no	n/a
7	Interior hangings and decorations are of non-combustible materials			
8	Fire resistive assemblies are free from damage and open penetrations (i.e. boiler rooms, stair enclosures)			
9	No excessive use of extension cords			
10	No combustibles in proximity to incandescent lights and no obvious electrical hazards			
11	General Maintenance (walkways, free of trip hazards, debris, etc)			
12	Mechanical/electrical rooms free of excess combustible storage. 36" clear in front of electric panels, disconnects.			

LIGHTING		yes	no	n/a
29	Emergency lighting is provided and operable to point of exit discharge. (of any space req. to have more than 1 exit)			
30	Adequate normal lighting(include exit discharge)			
31	Exit signs are provided, where required and operational			

DOORS		yes	no	n/a
13	Exit doors are side swinging and do not require the use of excessive force			
14	There are no flush bolts or surface bolts at egress doors			
15	Access-controlled hardware is operational			
16	Exit doors are side swinging in direction of egress (if 50 or more persons)			
17	Screen/storm door swing in direction of egress			
18	Doors are readily operable without the use of a key or special knowledge or effort			
19	Panic hardware is operable, where required			
20	Required fire doors maintained, self closing, self latching			

DETECTION		yes	no	n/a
32	Fire detection systems are present, where required, and have been properly tested			
33	CO (carbon monoxide) detectors are installed and have been properly tested			
34	Smoke/Fire Detectors are properly located and operable			

EXITS		yes	no	n/a
21	Exits and exit access corridors are unobstructed			
22	The minimum number of exits from building and number of doorways from room are provided			
23	Adequate number of grade floor egress doorways			

FIRE PROTECTION		yes	no	n/a
35	Fire extinguishers are present and recently tested as required			
36	Combustibles are clear from sprinkler heads			
37	Sprinkler system is operable 42a gauge pressure=			
38	Storage is 18" below sprinkler heads			

BOILERS/ FURNACES		yes	no	n/a
39	Combustibles are clear from boilers/furnaces			
40	Boiler/furnaces/water heater have been recently installed			
41	Chimneys/vents visually appear sound and secure			
42	Gas meters/piping are protected from vehicle			
43	Electrical Equipment is properly protected			
44	Boiler Room Condition is Acceptable			
	28a Heating Method			
	28b Ventilated			

NOTES

OK TO ISSUE

SIGNATURE

DATE