

Sort Order	Checklist Question	Findings Template	Corrective Action Template	Days To Correct
Means of Egress				
1	<i>Corridors/hallways are clear of all obstructions</i>			30
	Public corridors and/or hallways have materials obstructing egress in the event of an emergency in violation of SY36.	Remove obstructions from the corridor and/or hallway to facilitate egress in the event of an emergency. https://policy.psu.edu/policies/sy36		
2	<i>Exit stairways are clear of all stored materials and obstructions.</i>			30
	Materials are located within the exit stairway.	Remove all materials to provide safe use of the exit stairway and to eliminate the potential for fire / smoke development within the exit stairs. https://policy.psu.edu/policies/sy36		
3	<i>Exits clearly identified with exit signs in rooms designed for 50 or more occupants.</i>			30
	Exit signs are not provided in a space with an occupant load of 50 or more people.	Provide exit signs above required exit doors.		
4	<i>Internally illuminated exit signs are operating correctly.</i>			30
	Exit sign illumination is not working.	Repair sign to provide required internal illumination.		
5	<i>Exit signs are visible, legible and unobstructed</i>			30
	Exit signs are not maintained in a visible and legible condition.	1. Remove obstruction to sign visibility. 2. Replace sign if not legible.		
6	<i>Exit stairway doors (Fire Doors) are closed.</i>			0
	Stairway doors are blocked open	1. Immediately remove item used to block open doors to prevent smoke movement into the exit stairway and to allow safe use by occupants during an emergency. 2. Report condition found to appropriate individual for follow-up.		
7	<i>Fire rated doors close and latch automatically</i>			30
	Door does not automatically close.	Repair door and associated hardware to ensure proper operation.		
8	<i>Identified exit doors swing in the direction of exit travel</i>			30
	Exit door does not swing in the direction of exit travel	1. Notify EHS Fire Safety Program Manager to confirm exit door is required to swing in direction of exit travel (doors with exit signs and doors serving spaces with 50 or more occupants must swing in direction of travel) 2. If confirmed that door swing is not correct, initiate measures to have corrected.		

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9	<i>Exit doors and door hardware are easily operated.</i>			7
	Exit door or hardware requires excessive force to open.	Initiate maintenance or replacement of door / hardware to provide easy opening.		
10	<i>Identified exit doors are free of slide bolts or other locking devices</i>			5
	Additional locking devices are installed on the exit door.	Remove all non-approved security / locking devices.		
11	<i>Interior walking surfaces including stairways are clear of slip, trip and fall hazards.</i>			30
	Existing condition of walking surface poses a slip, trip, fall hazard.	Initiate corrective action to remove hazard.		
12	<i>Exterior walking surfaces including stairways are clear of slip, trip, fall hazards.</i>			30
	Existing condition of walking surface poses a slip, trip, fall hazard	Initiate corrective action to remove hazard.		
Signage				
13	<i>Posted building evacuation maps are visible and in good condition</i>			30
	Posted maps are obstructed from view, not legible or damaged.	Remove obstruction; provide replacement map.		
Fire Prevention and Protection				
14	<i>Ceiling surface is intact with no missing tiles or other unprotected openings.</i>			30
	Openings in the ceiling are present which can allow smoke movement to other portions of the building and affect fire detection and fire suppression system response.	At University Park, contact Office of Physical Plant to replace damaged / missing ceiling tiles or openings. At CWC, contact maintenance department to replace damaged / missing ceiling tiles or openings.		
Fire Alarm Systems				
15	<i>Fire alarm system is provided in the building</i>			
16	<i>Manual fire alarm pull stations are visible and clear access to operate is provided.</i>			7
	Visibility and/or clear access to the manual pull station is not provided. (Must have three foot clearance width with 18" on each side from center of pull station. Must also have three foot clearance from face of pull station)	Remove obstructions to provide visibility and unobstructed access.		

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Fire Alarm Systems

17	<i>Smoke detectors are maintained in operable condition.</i>	30
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ol style="list-style-type: none"> 1. Smoke detector has visible damage. 2. Visible dust/dirt is on smoke detector which could interfere with its operation. 3. Smoke detector is covered by bag or other material. </div> <div style="width: 45%;"> <ol style="list-style-type: none"> 1. Initiate corrective actions to replace damaged detector. 2. Initiate work to have detector cleaned. 3. Immediately remove covering, report to appropriate individuals , discuss hazard with individuals involved. </div> </div>	
18	<i>Fire alarm audible and visual notification devices are clear of obstructions.</i>	7
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Notification devices are obstructed.</div> <div style="width: 45%;">Remove obstructions to provide visibility of notification device.</div> </div>	

Fire Suppression Systems

19	<i>Fire Suppression system is provided in the building</i>	
20	<i>Visible sprinkler heads are maintained in operable condition.</i>	30
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ol style="list-style-type: none"> 1. Dirty sprinkler head - visible dirt etc. on the sprinkler head. 2. Visible damage to the sprinkler head. 3. There is visible paint on the sprinkler head. 4. Sprinkler head is covered (bagged or taped). </div> <div style="width: 45%;"> <ol style="list-style-type: none"> 1. Initiate touchless cleaning of sprinkler head with sprinkler technicians. 2. Initiate replacement of damaged sprinkler head with sprinkler technicians. 3. Initiate replacement of painted sprinkler head with sprinkler technicians. 4. Immediately remove covering and report condition to appropriate individual. </div> </div>	
21	<i>A minimum of 18 inches of clearance is provided below sprinkler heads to materials throughout the space.</i>	30
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">18" clearance between sprinkler head and materials is not provided.</div> <div style="width: 45%;">Relocate materials to provide 18" clearance.</div> </div>	
22	<i>Sprinkler system control valves are locked in the open position?</i>	7
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Control valves are not locked.</div> <div style="width: 45%;">Use campus specific lock / key to secure the control valve in the open position to prevent unauthorized closing.</div> </div>	

Fire Department Standpipe Systems

23	<i>Fire department standpipe system provided in building</i>	
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Fire Department Standpipe Systems				
24	<i>Standpipe hose connections maintained in good condition and unobstructed</i>			30
	<ol style="list-style-type: none"> Hose connection has visible damage which may impair proper operation. Clear access to the standpipe hose connection is obstructed. 	<ol style="list-style-type: none"> Damaged hose connections shall be immediately reported to the appropriate individual so corrective action can be initiated. Remove obstructions blocking clear access. 		
Fire Department Operations				
25	<i>The exterior building fire department connection (FDC) is visible, readily accessible and identified by sign or other method.</i>			7
	<ol style="list-style-type: none"> Fire Dept. Connection is obstructed from view. Landscaping or other objects block access to the fire dept. connection. Correct sign or label identifying the fire dept. connection is not provided. 	<ol style="list-style-type: none"> Remove obstructions to make fire dept. connection visible. Clear and/or trim landscaping, remove objects to provide clear access to the fire dept connection. Install correct sign. 		
26	<i>The fire department connection is maintained in good condition and the hose connections easily rotate?</i>			7
	<ol style="list-style-type: none"> There is visible damage to the fire department connection. The hose connections and caps do not easily rotate. 	<ol style="list-style-type: none"> Repair damage Provide corrective action to ensure easy rotation of hose connection. 		
Portable Fire Extinguishers				
27	<i>Building has fire extinguishers provided</i>			
28	<i>Fire extinguishers are securely mounted to the wall or located in a fire extinguisher cabinet.</i>			30
	Fire extinguisher is not mounted on the wall or located in cabinet.	Mount fire extinguisher on wall at approved height. Maximum 5 ft. to top of handle for extinguisher weighing < 30 pounds. Maximum 3 ft. to top of handle for extinguisher > 30 pounds.		
29	<i>Fire extinguishers are visible and unobstructed</i>			7
	Fire extinguisher not visible or accessible.	Remove obstructions to provide clear visibility and access.		

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Portable Fire Extinguishers				
30	<i>Fire extinguishers are maintained in good condition and properly charged</i>			0
	Fire extinguisher is not properly charged (in green) or visibly damaged.	Replace / service fire extinguisher.		
31	<i>Fire extinguishers with current inspection tag and seal.</i>			30
	Fire extinguisher has not been properly inspected within required time frame.	At University Park, contact Office of Physical Plant to have PFE inspected. At CWC, contact maintenance department to have PFE inspected.		
Electrical Safety				
32	<i>Electrical panels are accessible</i>			30
	Electrical panels are obstructed and a minimum clear floor space of 36" in front x 30" wide x 6' 6" height is not maintained.	Remove obstructions to provide clear access to electrical panel.		
33	<i>Electrical panels are closed and locked.</i>			30
	Electrical panels are not closed and/or locked to prevent unauthorized access.	Electrical panels are closed and locked to prevent unauthorized access.		
34	<i>Electrical extension cords are not used as wiring for a duration of 90 days or more.</i>			30
	Extension cord is used as permanent wiring.	1. Relocate equipment to a location near an existing electrical receptacle 2. Install a new circuit/receptacle. If at UP contact Office of Physical Plant. If at CWC contact Maintenance Dept.		
35	<i>Electrical cords are in good condition</i>			0
	There is visible damage to the electrical cord.	SELECT OPTION 1 OR 2 depending on issue. 1. Discard damaged cord and replace with new. 2. Contact qualified person if a repair to an equipment cord can be completed. If at UP, contact Physical Plant. If at CWC, contact maintenance Department.		
36	<i>Electrical cords do not extend through wall and ceiling penetrations or through doorways</i>			30
	1. Electrical cord is located through a wall / ceiling opening 2. Electrical cord is located through a doorway	1. Remove the electrical cord from wall / ceiling penetration 2. Remove the electrical cord from the doorway opening.		

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Electrical Safety				
37	<i>All electrical junction boxes, receptacles, switches, disconnect boxes, and knockouts are securely covered.</i>			30
	Electrical device is not properly enclosed/covered.		Repair / replace missing or damaged item. If at UP contact Office of Physical Plant, If at CWC contact Maintenance Dept.	
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38	<i>Extension cords and multiplug strips are properly used. (No daisy chain).</i>			30
	Extension cords / plug strips are connected in series (daisy chain)		1. Relocate equipment to a location near an existing electrical receptacle 2. Install a new circuit/receptacle. If at UP contact Office of Physical Plant. If at CWC contact Maintenance Dept.	
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Hazardous Building Materials				
39	<i>Visible building materials that may contain suspect hazardous materials are maintained in good condition and undamaged.</i>			1
	1. There are broken or loose floor tiles present. 2. There is wet and / or damaged wall and ceiling materials present.		1. Commonwealth Campus - Report to Campus Maintenance and notify EHS Hazardous Building Materials Program 2. University Park - Notify EHS Hazardous Building Materials Program	
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40	<i>Insulation on pipes, tanks, and ductwork is maintained in good condition and undamaged.</i>			1
	There is damaged insulation.		1. Commonwealth Campus - Report to Campus Maintenance and notify EHS Hazardous Building Materials Program 2. University Park - Notify EHS Hazardous Building Materials Program	
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41	<i>Painted surfaces are maintained in good condition</i>			30
	There is loose/flaking paint		1. Commonwealth Campus - Report to Campus Maintenance and notify EHS Hazardous Building Materials Program 2. University Park - Notify EHS Hazardous Building Materials Program	

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Hazardous Building Materials				
42	<i>No indication of a water leak (i.e. wet ceiling tiles, standing water) are present in the room</i>	30		
	<ol style="list-style-type: none"> 1. Wet / stained ceiling tiles are observed. 2. Standing water is observed. 		<ol style="list-style-type: none"> 1. Initiate work to identify / stop source of leak. 2. Commonwealth Campus - Report to Campus Maintenance and notify EHS Hazardous Building Materials Program 3. University Park - Notify EHS Hazardous Building Materials Program 	
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43	<i>Visible window glass and glazing materials are maintained in good condition.</i>	30		
	<ol style="list-style-type: none"> 1. There is broken window glass. 2. There is damaged caulk / glazing material and associated debris present on window sills and floor. 		<ol style="list-style-type: none"> 1. Commonwealth Campus - Report to Campus Maintenance and notify EHS Hazardous Building Materials Program 2. University Park - Notify EHS Hazardous Building Materials Program 	
Integrated Pest Management				
44	<i>Exterior door sweeps and seals are continuous, in good condition, and do not have any pencil size opening to prevent pests from entering.</i>	30		
	Door sweep / seal is damaged and allows passage for pests to enter building.		Initiate corrective actions to repair or replace damaged sweep / seal.	
EHS Administration				
45	<i>General Comments or Other Deficiencies</i>	30		
	Insert notes and comments as appropriate.		As appropriate use "FINDINGS" module to create and assign additional finding to responsible person(s) from the Inspection Question Library. Then add cross-reference to the Finding IDs to this Assessment.	