

**MISSISSIPPI INSTITUTIONS OF HIGHER LEARNING  
OFFICE OF RISK MANAGEMENT  
ANNUAL BUILDING FIRE INSPECTION REPORT**

Date of Inspection: \_\_\_\_\_

University: \_\_\_\_\_

Building: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone number: \_\_\_\_\_

This inspection supports the State Fire Marshal's responsibility to ensure that all university buildings are in compliance with the Mississippi Fire Prevention Code and Mississippi Code of 1972, Annotated, Sections 45-11-101 through 45-11-111.

Yes ✓	No ✓	N/A ✓		<b>EXTERIOR</b>
			304.1	Is there waste accumulation around building?
			505.1	Is address readable from the street and alley?
			912.3	Is fire department connection blocked?
			912.3.1	Are caps missing from fire department connection?
			507.5	What is distance to nearest fire hydrant? _____ feet
			503.4	Are fire lanes obstructed?

Yes ✓	No ✓	N/A ✓		<b>MEANS OF EGRESS</b>
			703.2	Are stairways and all other fire doors blocked open? (not allowed)
			703.2.2	Are self-closers on doors working properly?
			1003.6	Are means of egress obstructed?
			1008.1.9.1	Are panic and fire exit hardware present and working properly?
			1006.1	Are means of egress equipped with emergency lights with backup power?
			1011.6.3	Do exit signs remain illuminated at all times with backup power?
			1008.1.9	Are exit doors operable without key? (thumb bolt lock and/or panic hardware)

Yes ✓	No ✓	N/A ✓		<b>STORAGE AND GENERAL HOUSEKEEPING</b>
			107.1	Are hazardous conditions present?
			304.3.1	Are oily rags kept in self-closing metal cabinet?
			315.3	Is storage of combustibles neat and orderly?
			315.3	Are combustibles stored too close to heating source? (3 feet minimum clearance)
			315.3.1	Is storage height within 18 inches of ceiling of sprinklered building?
			315.3.1	Is storage height within 24 inches of ceiling in non-sprinklered building?
			315.3.3	Is there storage in boiler, mechanical, and electrical rooms? (not allowed)
			903.3.3	Is there less than 3 feet between automatic sprinklers and tops of piles of combustible fibers?
			315.3.2	Are areas under stairs marked as <i>No Storage Allowed</i> ?

Yes ✓	No ✓	N/A ✓		<b>FLAMMABLE STORAGE</b>
			5303.5.3	Are gas cylinders secured from falling and capped when not in use?
			5704.3.2	Are flammable liquids stored in approved closed metal cabinet?
			5704.3.1	Are gasoline and other flammable liquids stored in safety cans?

Yes ✓	No ✓	N/A ✓		<b>ELECTRICAL</b>
			605.1	Are electrical wiring and/or components in need of repair?
			605.3	Are there at least 30 inches in width, 36 inches in depth, and 78 inches in height in and around electrical equipment?
			605.3.1	Are circuits marked for proper usage?
			605.4	Are multi-plug adapters used? (not allowed unless surge protected)
			605.5	Are extension cords being used properly? (not for permanent wiring)
			605.6	Are approved junction boxes with cover plates used?
			605.1	Is exposed wiring visible? (not allowed)

Yes ✓	No ✓	N/A ✓		<b>FIRE SEPARATIONS</b>
			703.1	Are repairs needed to fire wall/separations?
			703.2.2	Are improper hold-open devices being used? (magnetic devices only)
			703.2.3	Does closing device need adjustment or repair?
			703.1.2	Are ceiling tiles missing from suspended ceilings? (must be in place)

Yes ✓	No ✓	N/A ✓		<b>FIRE EXTINGUISHERS</b>
			906.1	Are fire extinguishers present? (50 to 75 feet travel distance in normal conditions for ABC fire extinguishers)
			906.2	Is an annual inspection of fire extinguishers needed? Date of last inspection: _____
			906.9	Are fire extinguishers properly installed in accessible and visible areas? (3.5 feet to 5 feet in height with a minimum of 4 inches from the floor)

Yes ✓	No ✓	N/A ✓		<b>SPRINKLER SYSTEMS</b>
			815.3	Are sprinkler heads located at the top and bottom of stairways?
			901.6.2	Is annual inspection and testing of sprinkler system needed? Date of last inspection: _____
			901.6.1	Is annual inspection and testing of standpipes needed? Date of last inspection: _____
			507.5.11	Is fire hydrant located within 100 feet of fire department connection? (NFPA 14)
			912.4	Are signs for sprinkler system FDC and/or standpipe visible?
			912.5	Is there a backflow preventer or check valve on the system?
			913.5	Is inspection and testing of fire pump needed? Date of last inspection: _____
			8.15.5.1	Is a sprinkler head located in the bottom of elevator pit within 2 feet from floor? (Hydraulic oil and/or combustible only, NFPA13)
			315.3.4	Is attic sprinklered? (system: _____ wet _____ dry)
			8.1	Are sprinkler heads located in all mechanical, communication, electrical and storage rooms? (NFPA13)
			8.5.5.3.1	Are sprinkler heads installed under fixed obstructions over 4 feet wide? (NFPA13)
			8.17.4.3.2	Dry pipe systems - is the trip test connection located on the end of the most distant sprinkler pipe in the upper story? (NFPA13)

Yes ✓	No ✓	N/A ✓		<b>FIRE ALARM SYSTEMS</b>
			907.1.2	Is alarm annunciator panel located near entry? (NFPA72 4.4.6.1.1)
			907.2.18.1	Are smoke detectors provided in elevator lobby area?
			901.6.1	Is annual inspection and testing of alarm system needed? Date of last inspection: _____
			901.7	Is system in proper working order?
			901.8	Are alarm system components blocked and/or inaccessible?
			907.2.9.3	Are smoke detectors located in corridors and all sleeping areas?
			607.1	Is elevator recall tied to the alarm system and working properly?
			1008.1.9.9	Do magnetic door locks release when the alarm is activated?
			907.12	Does HVAC unit shut down when the alarm system is activated?
			907.10.1	Are all strobes operating properly in all assembly rooms, restrooms, ADA rooms and corridors? (NFPA72)
			6.16.3.9	Are smoke alarms located in the elevator shaft? (smoke detector at top of shaft and heat detector at bottom)
			907.2.18.1	Do all mechanical, data, electrical, laundry and storage rooms have operable smoke and/or heat detectors?

Yes ✓	No ✓	N/A ✓		<b>HOOD AND DUCT SYSTEMS</b>
			609.2	Are required hood and duct systems present?
			904.11	Is commercial cooking system working properly? (gas shutoff present)
			904.11.6.3	Are hood and duct systems in need of cleaning?
			904.11.6.4	Is six month inspection and testing of kitchen suppression system needed? Date of last inspection: _____

Yes ✓	No ✓	N/A ✓		<b>BOILER AND MECHANICAL ROOM HAZARDS</b>
			603.5.2	Is emergency shut off to heating units labeled?
			603.6	Are chimney and heating units maintained in a safe condition?
			703.2	Is boiler room door self-closing and minimum one hour fire-resistant rated?
			ASME	Is annual inspection of gas and oil-fired boilers needed? Date of last inspection: _____

