

GRANGE HALL SAFETY CHECKLIST

This tool has been developed, based on International Fire Code and other standards, to help Granges with halls ensure the safe working condition of their buildings and to keep regular record of in-house inspections. You are encouraged to use this tool at least once per year to assess the condition of your Hall and create a maintenance priority plan and long-range plan for your facility.

NAME OF GRANGE _____ DATE OF INSPECTION _____

NAME(S) OF INSPECTOR(S) _____

GRANGE PHYSICAL ADDRESS _____

	ITEM	YES	NO	COMMENT
GENERAL	Address numbers (minimum of 4" high) are posted in a location clearly visible from the street/road			
	A first aid kit is available and accessible			
	Heating equipment is used according to the manufacturer's instructions (proper installation and clearance)			
	Maximum occupancy signs are clearly posted			
	All carpets, rugs or mats (inside and outside) lay flat and do not pose a tripping hazard			
	No broken or defective chairs or tables are being used			
	The furnace has been inspected in the past year			
	Furnace filters are replaced regularly			
	Fireplaces are equipped with a heavy metal screen			
	Ashes from fireplaces and barbeques are only disposed of in metal containers			
	Drain fields and septic tanks are protected from vehicle traffic			
	Trees and shrubs around the hall are kept trimmed and neat and do not pose a fire danger			
GENERAL STORAGE	Combustible rubbish is removed after every event or regularly			
	No storage under unprotected stairs			
	Combustible materials are kept away from heat sources			
	Shelves and filing cabinets are secured against tipping over			
PORTABLE FIRE EXTINGUISHERS	Portable fire extinguishers have been serviced annually or after use			
	Portable fire extinguishers have a current inspection tag			
	Portable fire extinguishers are mounted correctly and in the correct locations			
EXITS	All exits are properly marked			
	All exit routes are clear of obstructions			
	All exits have proper exit door hardware			

	ITEM	YES	NO	COMMENT
ELECTRICAL	Extension cords are not used as a substitute for permanent wiring			
	Extension cords with less current capacity than the rated capacity of the appliance being served are not used			
	Damaged or deteriorated extension cords are not used			
	Grounded extension cords are used when supplying grounded appliances			
	Extension cords and/or flexible cords are not affixed to the building and do not extend through walls, ceilings, floors, under doors or under floor coverings			
	Electrical panels have a 30" wide by 78" high by 36" deep clear access			
	All electrical boxes, outlets and switches are properly covered			
	Electrical panels are properly covered and latched			
	Bulbs in light fixtures are the correct wattage for the lighting fixture			
	Small appliances are unplugged when not in use			
	All lights (interior and exterior) are in working order			
	Thermostats are in good working order			
	Interior and exterior lighting is adequate			
PLUMBING	Exposed pipes show no signs of leaking			
	Drains operate correctly – not slow or bubbling			
	Toilets operate correctly			
	Sink and toilet areas show no signs of cracks, rot or mildew			
	Faucets operate correctly and show no signs of leaking			
STRUCTURAL CONDITION	No loose, deteriorated or in danger of falling ceiling tiles			
	No holes through walls or ceiling			
	All walkways and stairs (inside and outside) in good repair			
	The chimney has been inspected in the past year and cleaned as needed			
	All ramps and stairs have railings that are sturdy			
	Walls are free from cracks or other damages			
	Windows are free from cracks or broken panes			
	Caulking around windows is in good condition			
	No sagging or deformed floors			
	No sagging or deformed decks, patios or porches			
	No sagging or deformed roofs			
	No damage to soffit, flashing, gutters, downspouts, chimneys or vents			
	Flat roofs – no evidence of standing water			
	Sloped roofs – no missing shingles			
No water stained ceiling or walls				
Crawl space openings are secure				