



BUILDING OCCUPANCY CERTIFICATE: ANNUAL PRE-INSPECTION CHECKLIST

LOCATION

MANAGER:

DATE:

<input type="checkbox"/>	Exits are clear inside and out - absolutely no storage in halls or paths of egress. This includes the exterior of the exits to the common areas
<input type="checkbox"/>	Panic hardware is working properly and all exit doors open freely without excessive force required. Door closures on exit doors must also be in good working order. No locks or slide bolts allowed.
<input type="checkbox"/>	Interior and Exterior walkways, paths of egress and all common areas are free of tripping hazards or other dangerous conditions.
<input type="checkbox"/>	Bleachers, elevated walkways & stairwells have railings installed and in good order. All bleachers must be pulled out unless closed for season.
<input type="checkbox"/>	The standby generator (where applicable) starts within 10-seconds and all emergency lights operate (replace lamps if they don't). Be sure testing log is up-to-date with tests taken and recorded weekly during the operating season. Generator room must be neat and organized.
<input type="checkbox"/>	Battery emergency lighting and exit signs (where applicable) all light when tested and have been inspected within the last year with the service report in the rink office.
<input type="checkbox"/>	All exit signs are lit and in good condition.
<input type="checkbox"/>	No combustible or highly flammable materials (gasoline, propane, solvents, etc.) are stored inside the building, unless in an aspirated flammable cabinet.
<input type="checkbox"/>	All spaces are neat and organized (not a code issue but it helps to give the inspector confidence that things are being taken care of).
<input type="checkbox"/>	The garage, boiler & compressor rooms should be neat and clean, be sure there is no oil on the floors - particularly near the drains. Spare oil should be stored in the garage.
<input type="checkbox"/>	The floor is clear for 36" in front of all electrical panels and fire alarm pull stations.
<input type="checkbox"/>	There is no storage of paper good or flammable products in the boiler or electrical rooms.
<input type="checkbox"/>	Ensure there are no drums of waste oil or glycol are stored outside.
<input type="checkbox"/>	Copies of the latest fire extinguisher report and fire alarm inspection / service report should be on hand. The inspection must have occurred within the past year.
<input type="checkbox"/>	Address any miscellaneous safety issues such as door handles/locks, exposed wires, etc.
<input type="checkbox"/>	AED is in working order with no faults.
<input type="checkbox"/>	All fire extinguishers are full and inspected/tagged within the last 12 months.
<input type="checkbox"/>	All public space doors (changing and restrooms) can be unlocked from inside. (no bolts or padlocks)
<input type="checkbox"/>	Chemicals are labeled correctly and stored in secured areas, not accessible to the public.
<input type="checkbox"/>	MSDS binder is up to date, clean and organized. Safety posters are in place.
<input type="checkbox"/>	Fire alarm is in working order with no faults or issues.
<input type="checkbox"/>	Propane tanks (if used onsite) are stored in the condenser yard and chained up. (Not inside the building)
<input type="checkbox"/>	Refrigerant cylinders are chained to the wall in the compressor room with caps securely over valve.