

SIGMA PHI EPSILON CHAPTER HOUSE SELF-INSPECTION

This report is designed to help recognize and reduce loss potential within the residence. These reports should be completed monthly by a competent individual, preferably by a housing corporation officer or chapter advisor.

HOUSEKEEPING & STORAGE AREAS	YES	NO
General interior and exterior housekeeping good.....	—	
Storage rooms neatly arranged with good access	—	
Floors and walls clean throughout.....	—	
HALLS	YES	NO
All halls are free from obstructions	—	
All halls are well lit	—	
All stair wells and steps have secure banisters/railings	—	
BUILDING MAINTENANCE	YES	NO
Roof covering in good condition with no known leaks.....	—	
All interior and exterior walls in good condition	—	—
All interior and exterior doors and windows in good condition.....	—	
All fire doors between floors marked as such and kept locked	—	
ELECTRICAL SYSTEM	YES	NO
All circuits correctly fused	—	
All covers in place with none broken.....	—	
No multiple plug/appliances policy in force and posted	—	
Date of last electrician inspection	—	
PLUMBING SYSTEM	YES	NO
Any known leaks.....	—	
Has sprinkler system been checked in last six months?	—	
FURNACE & HOT WATER HEATERS	YES	NO
All located in separate rooms	—	
All doors to rooms close completely	—	
All rooms free from combustible materials	—	
All covers on equipment in place	—	
Equipment inspected within last year by contractor?.....	—	
SMOKING	YES	NO
Allowed in safe locations only	—	
Is there a "no smoking in bed" rule?.....	—	
Ash trays with large lips used.....	—	
Butts collected in metal container	—	
SMOKE DETECTION & FIRE ALARM SYSTEM	YES	NO
Are there manual fire alarm pull boxes in all halls?	—	
Is there a smoke detector in each room?.....	—	
If smoke detectors are battery-operated, are batteries changed every six months?	—	
Date of last battery change?.....	—	
If a hard-wired system, is it tested monthly by a responsible person and serviced twice annually by an outside contractor?.....	—	
Date of last monthly test.....	—	
Date of last contractor inspection	—	

FIRE EXTINGUISHERS YES NO

Is there at least one extinguisher on each floor?.....
Are there extinguishers in the kitchen?
Is there an extinguisher in the laundry room?
Are extinguisher locations accessible and clearly marked?
Does a responsible person make sure all extinguishers are in place and
fully charged every month?
Are extinguishers inspected and serviced by an outside contractor yearly?..
Date of last yearly contractor inspection _____

KITCHEN & COOKING YES NO

Is all cooking equipment located under a hood?
Is entire hood and ductwork system cleaned twice a year?
Date of last cleaning _____
Are removable hood grease filters run through the dishwasher daily?
Is there an extinguishing system protecting all cooking equipment?
Is the extinguishing system serviced twice a year by an outside contractor?.
Date of last service..... _____

LAUNDRY ROOM YES NO

Are lint filters cleaned after each load?
Are areas behind dryers free of lint?

FIRE DRILLS YES NO

Is there a practice fire drill every six months?
Date of last drill..... _____

INSPECTION YES NO

Has campus fire marshall inspected building within last six months?
Has city/town fire department inspected building within last six months?..

GENERAL

Explain any "No" answers from above.

Explain corrective action taken.

Have all deficiencies from previous reports been corrected? YES NO

Signature and title of person doing inspection _____

Name/title of person report forwarded to _____ Date forwarded _____