



Property Inspection Form

Community _____ Building _____ Date _____

EXTERIOR OF BUILDING	CHECK ONE			ACTION TAKEN	DATE ACTION TAKEN
	YES	NO	N/A		
Is the fire lane posted and clear?					
Are all exits clear of debris and snow?					
Are steps and ramps clear of ice and snow?					
Is the snow cleared off the roof above the exit?					
Are handrails in place and secure?					
Are hydrants clear of obstruction and capped?					
Are standpipes/sprinkler connections capped and clear?					
Is the building skirting intact and secured; gate locked?					
Is the building clear of any combustible materials (stored next to or under the building)?					
Are all electrical cover plates in place?					
Is the garbage container at least 3 metres from building?					
Is the mechanical room combustion air intake clear?					
Are the fuel tank(s) free from any evidence of leaks (coming from or around the tanks)?					
Are the fuel lines or meters free from any damage?					
Is the chimney(s) clear of ice or other obstructions?					
LOG BOOK ITEMS	CHECK ONE			ACTION TAKEN	DATE ACTION TAKEN
	YES	NO	N/A		
Fire Alarms Testing					
Sprinkler Testing and Maintenance					
Fire Pump Testing					
Emergency Generator Testing					
Are Fire Emergency Procedures current and posted in each floor area?					
Are fire exits posted and clear?					
Are exit signs illuminated?					

INTERIOR OF BUILDING	CHECK ONE			ACTION TAKEN	DATE ACTION TAKEN
	YES	NO	N/A		
Are hallways clear of obstructions?					
Are stairwells clear of obstructions?					
Are doors free from being blocked/wedged open?					
Are fire doors properly labeled?					
Are stairwell doors automatic closers in operating condition?					
Are handrails on stairs in place and secured?					
Is the Fire Panel ON and ARMED?					
Is the Fire Panel free from any trouble indicators?					
Are smoke detectors operational?					
Are extinguishers in place, serviceable and clear of obstruction?					
Are extinguisher tags current?					
Is there .5 metre clear space below all sprinklers heads?					
Is the hose in cabinet properly racked and in good condition?					
Is the fire water storage tank to proper level?					
Is the electrical room locked?					
Is the electrical room clear of combustible material?					
Is there a metre clear space around all electrical panels?					
Is the mechanical room locked?					
Is the mechanical room combustion air intake clear?					
Is the mechanical room clear of combustible material?					
Is the mechanical room free any fuel spills/leaks?					
Is the generator room free from any fuel spills/leaks?					
Are attic fire separations intact?					
Is the attic clear of combustible material?					
Is the attic access secured?					
Are crawl space fire separators intact?					
Is the crawl space clear of combustible material?					

Community _____ Building _____ Date _____

INTERIOR OF BUILDING (continued)	CHECK ONE			ACTION TAKEN	DATE ACTION TAKEN
	YES	NO	N/A		
Is the crawl space access secured?					
Are the storage areas secured?					
Are the custodial rooms secured?					
Are emergency lights operational?					
Is flammable material properly stored?					
Is any gas-powered equipment stored in the building?					
Are non-smoking rules enforced?					
Is the workshop area properly vented?					
Is the dust collection equipment connected to all dust producing equipment?					
Are the walls, ceilings or floors free from holes?					
Are all ceiling tiles in place?					
Are the windows or doors in good condition?					
Are all electrical cover plates in place?					
Are kitchen exhaust fans operational and clean?					
Is kitchen fire suppression system maintained to schedule?					
Is kitchen fire suppression system charged?					
OTHER COMMENTS				ACTION TAKEN	

INSPECTED BY _____ DATE _____

Return To: **Northern Communities Insurance Program**
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 Phone #: 1-866-973-8359 (toll free)