

A. Exits, Fire Drills & Evacuation	Yes	No	N/A
1. Do all exit doors			
Open Outwardly?			
Open Easily?			
Appear in good working order?			
2. Have all doors that are not exits been properly identified			
3. Are all the exit signs illuminated?			
4. Are all exit ways free of obstructions?			
5. Are emergency lights working properly?			
6. Is there a written fire evacuation plan?			
7. Has a fire exit drill been conducted?			
8. Are fire evacuation instructions posted at strategic locations?			
9. Is the fire department telephone number posted?			
10. Are the staff all instructed and trained in:			
Fire notification procedures?			
Emergency Evacuation procedures?			
B. Fire Detection & Alarms	Yes	No	N/A
1. Does the fire alarm panel appear operable?			
2. Do all fire detectors (smoke, heat, etc) appear operational?			
3. Do all manual alarm stations appear operational?			
4. Do all fire alarm bells appear operational?			
5. Has the fire alarm system been?:			
Checked by a licensed contractor in the last 12 months?			
6. Do you keep records of:			
The fire alarm tests?			
Fire alarm maintenance checks?			
7. Are the existing records up-to date?			
C. Fire Extinguishers			
1. Are all fire extinguishers in their proper assigned location?			
2. Are all fire extinguishers accessible and clearly visible?			
3. Are the seals or tamper indicators on the extinguishers intact?			
4. Is the pressure gauge on the extinguishers in the normal range?			
5. Are the inspection tags current?			
6. Are the fire extinguishers:			
Inspected on a monthly basis?			
Checked annually by a qualified outside contractor?			
7. Are there any records kept of the monthly inspections?			
8. Have the staff been trained in the use of fire extinguishers?			
D. Common Hazards	Yes	No	N/A
1. Is heating equipment cleaned and serviced annually by competent technicians?			
2. Is cooling equipment cleaned and serviced annually by competent technicians?			
3. Are electrical, transformer and mechanical equipment rooms:			

Locked and restricted only to authorised service staff?			
Free of storage materials?			
Provided with easy access to equipment, including main electrical panels?			
4. Are electrical, transformer and mechanical equipment rooms designated as “no smoking” areas?			
5. Are fuses and wiring in a good state of repair?			
6. Are there proper covers on electrical boxes, outlets and switches?			
7. Are extension cords:			
Used as temporary supply only?			
Used properly (not nailed, stapled, run through walls or used with multiple plugs)?			
Provided with guards to prevent tripping, where necessary?			
8. Do electrical connections to cooking appliances and other equipment appear to be in good working condition?			
9. Is combustible trash:			
Collected daily or more often if needed?			
Kept in non-combustible closed containers until picked up?			
10. Are storage rooms clean and orderly?			
E. Kitchens	Yes	No	N/A
1. Is the main gas valve properly identified and accessible?			
2. Are filters, hoods and exhaust ducts over cooking equipment free of grease build up?			
3. Is the kitchen exhaust system inspected regularly for grease accumulation?			
4. Are cooking appliances equipped with pilot lights to indicate their on/off condition?			
5. Is the on/off condition checked before the kitchen is closed for the day?			
6. Are the heat lamps in good condition?			
7. Are cooking equipment hoods and exhaust systems equipped with:			
Automatic fire suppression systems?			
Manual activation devices?			
8. Does the fire suppression system appear in working order?			
9.. Are automatic shut off devices, interlocked with the operation of the fire extinguishing system, provided for the fuel or power supply to the cooking appliances?			
10. Are the automatic extinguishing systems inspected semi-annually by a licensed contractor?			
11. Is there a contract with an outside contractor to clean hoods and exhaust ducts?			
12. Are there “Type K” dry chemical fire extinguishers in the kitchen?			
13. Are they easily accessible, but near the range or oven?			
14. Have all the kitchen staff been trained in:			
The manual operation of the fixed extinguishing system(s)?			
The operation of the portable fire extinguishers?			
F. Flammable/Combustible Liquids & Compressed Gases	Yes	No	N/A
1. Are there any flammable or combustible liquids (solvents, paints, liquid fuels, etc) stored on the premises?			
2. Are the flammable and combustible liquids stored in:			
Approved safety cans or cabinets?			

Dedicated storage room?			
3. Is the storage room kept clean, free of spills and rubbish?			
4. Is there any bottled gas kept on the premises?			
5. Are the gas containers secured in place with chains and bells			
6. Are the unused gas containers stored with caps on?			
7. Are full compressed gas containers separated from empty ones?			
G. Restaurant/Lounge	Yes	No	N/A
1. Are floors and carpets:			
In good repair/condition?			
Free of tripping hazards such as torn carpet, loose or uneven floor tiles?			
2. Are differences in floor elevations highlighted?			
3. Are stairs:			
In good repair condition?			
Free of loose treads, torn carpet, etc?			
Well lit?			
4. Are handrails on stairs secure/provided?			
5. Are "wet floor" signs available?			
6. Is the use of candles on tables permitted?			
7. Are mats in place at entrance doors and drink stations?			
8. Are all lights operating properly?			
9. Are chairs and tables in good condition?			
10. Is there a designated smoking area?			
11. Is there adequate ventilation (air extraction) in the designated smoking area?			
I. Other Facilities	Yes	No	N/A
1. Are parking areas in good condition?			
Free of pot holes?			
Free of refuse?			
2. Are exterior lights working?			
3. Are walkways and paths in good condition?			
4. Are satellite TV dishes in good condition?			
5. Is rubbish stored in a correct receptacle?			
6. Is rubbish removed on a regular basis?			
7. Are restrooms (toilets) inspected frequently for			
Cleanliness?			
Wet or slippery floors?			
Blocked drains?			
Condition of doors?			
Condition of seats?			
8. Do you keep a daily inspection log			
9. Do you keep a daily washroom (toilet) inspection log			