

## Sample FarmHouse Self-Inspection Form

The following is a self-inspection that should be completed once per semester by the Director of Risk Management and Director of House Operations.

Circle s (satisfactory), n/s (not satisfactory) or n/a (not applicable) for each item below. Take action to correct any item marked n/s.

### Fire and Life Safety

- |                                                                          |   |     |     |
|--------------------------------------------------------------------------|---|-----|-----|
| <input type="checkbox"/> Compliance with local/school fire codes         | s | n/s | n/a |
| <input type="checkbox"/> Proper fire extinguishers in place              | s | n/s | n/a |
| <input type="checkbox"/> Working smoke detectors                         | s | n/s | n/a |
| <input type="checkbox"/> Exits clearly marked                            | s | n/s | n/a |
| <input type="checkbox"/> Exits free from furniture/debris                | s | n/s | n/a |
| <input type="checkbox"/> Exits open from interior without key            | s | n/s | n/a |
| <input type="checkbox"/> Adequate and accessible fire escapes            | s | n/s | n/a |
| <input type="checkbox"/> Fire doors are self closing and not wedged open | s | n/s | n/a |
| <input type="checkbox"/> One fire drill conducted each semester          | s | n/s | n/a |
| <input type="checkbox"/> Combustibles are out of the house               | s | n/s | n/a |
| <input type="checkbox"/> Emergency evacuation plans are posted           | s | n/s | n/a |
| <input type="checkbox"/> Emergency lighting has been tested              | s | n/s | n/a |
| <input type="checkbox"/> Emergency phone numbers posted                  | s | n/s | n/a |
| <input type="checkbox"/> Fire alarm system tested                        | s | n/s | n/a |

### Kitchen Cooking Equipment

- |                                                                            |   |     |     |
|----------------------------------------------------------------------------|---|-----|-----|
| <input type="checkbox"/> Cooking units protected by hood                   | s | n/s | n/a |
| <input type="checkbox"/> Grease filters are cleaned regularly              | s | n/s | n/a |
| <input type="checkbox"/> Ducts are cleaned annually by a qualified company | s | n/s | n/a |
| <input type="checkbox"/> Combustibles are not stored in kitchen            | s | n/s | n/a |

### Floors and Stairs

- |                                                                  |   |     |     |
|------------------------------------------------------------------|---|-----|-----|
| <input type="checkbox"/> Surface is free of splinters and breaks | s | n/s | n/a |
| <input type="checkbox"/> Surface is not slippery                 | s | n/s | n/a |
| <input type="checkbox"/> Regular maintenance takes place         | s | n/s | n/a |
| <input type="checkbox"/> Stairs have proper lighting             | s | n/s | n/a |
| <input type="checkbox"/> Stairs have emergency lighting          | s | n/s | n/a |
| <input type="checkbox"/> Stairs have treads                      | s | n/s | n/a |
| <input type="checkbox"/> Stair handrails are adequate and secure | s | n/s | n/a |

### Housekeeping

- |                                                               |   |     |     |
|---------------------------------------------------------------|---|-----|-----|
| <input type="checkbox"/> Boiler room is adequate              | s | n/s | n/a |
| <input type="checkbox"/> Attic and basement are adequate      | s | n/s | n/a |
| <input type="checkbox"/> Storage areas are locked and labeled | s | n/s | n/a |
| <input type="checkbox"/> Trash is emptied daily               | s | n/s | n/a |

### Heating

- |                                                                          |   |     |     |
|--------------------------------------------------------------------------|---|-----|-----|
| <input type="checkbox"/> Boiler is inspected annually                    | s | n/s | n/a |
| <input type="checkbox"/> Certificate is posted                           | s | n/s | n/a |
| <input type="checkbox"/> Boiler/furnace room is separated by a fire door | s | n/s | n/a |
| <input type="checkbox"/> Boiler/furnace room has a self-closing door     | s | n/s | n/a |
| <input type="checkbox"/> Emergency switch is clearly identified          | s | n/s | n/a |

**Electrical**

- |                                                                           |   |     |     |
|---------------------------------------------------------------------------|---|-----|-----|
| <input type="checkbox"/> Fuses are correct size and specifications        | s | n/s | n/a |
| <input type="checkbox"/> Panel boards and switchboxes are clean and clear | s | n/s | n/a |
| <input type="checkbox"/> Extension cords are in tact and taped down       | s | n/s | n/a |
| <input type="checkbox"/> Electrical hot plates are not used in rooms      | s | n/s | n/a |

**Sprinkler System**

- |                                                                      |   |     |     |
|----------------------------------------------------------------------|---|-----|-----|
| <input type="checkbox"/> All house areas are covered by system       | s | n/s | n/a |
| <input type="checkbox"/> Gauges are operational                      | s | n/s | n/a |
| <input type="checkbox"/> Valves are locked in the open position      | s | n/s | n/s |
| <input type="checkbox"/> Inspected annually by a qualified inspector | s | n/s | n/a |

**Special Hazards**

- |                                                                  |   |     |     |
|------------------------------------------------------------------|---|-----|-----|
| <input type="checkbox"/> Firearms are prohibited                 | s | n/s | n/a |
| <input type="checkbox"/> Candles and incense are not present     | s | n/s | n/a |
| <input type="checkbox"/> Parking and walkways are in good repair | s | n/s | n/a |