

The fire marshal noticed that there are a lot of space heaters being used in the building. He wanted me to remind everyone that the heaters should not be placed under your desk.

Office/Classroom Fire Safety Checklist

| Building and Room: | | Date: | | |
|--------------------|--|-------|----|-----|
| Auditor: | | | | |
| | Item | YES | NO | N/A |
| 1 | Extension cords used on a permanent basis are fuse protected (e.g. power strip) (see SI " Electrical Safety Guidelines ") | | | |
| 2 | Power strips are plugged directly into an outlet (not chained together). | | | |
| 3 | Electrical cords are not subjected to damage in any manner (e.g. not run under doors, rugs, etc.). (Safety Instruction) | | | |
| 4 | Portable space heaters are used in a safe manner: | | | |
| | <ul style="list-style-type: none"> • Turned off or unplugged when not in use or staff has left for the day | | | |
| | <ul style="list-style-type: none"> • Plugged directly into wall receptacle, not a power strip or extension cord. | | | |
| | <ul style="list-style-type: none"> • Pulled out from under desk when in use. | | | |
| | <ul style="list-style-type: none"> • Heater is in "perfect" condition. Discard if there are any deficiencies with the unit. | | | |
| | <ul style="list-style-type: none"> • 36" clearance from light combustible material (paper, cardboard, etc.) is provided. | | | |
| | <ul style="list-style-type: none"> • Tip-over cutoff switch is recommended, as are oil circulating style heaters. | | | |
| 5 | Surplus or excess materials (furniture, boxes, recycling, etc.) are never stored in hallways or exit paths. Arrange pickup (http://surplus.oregonstate.edu/spr). See Safety Instruction " Hallway Storage and Emergency Egress " | | | |
| 6 | Fire doors are kept closed or held open by an approved magnetic device. A fire door has the following features: <ul style="list-style-type: none"> • Label on the inside door jamb indicating "fire door" • Self-closing • Rubberized smoke seal around jamb • Wired or fire rated glass | | | |
| 7 | Recycling bags are located in areas which are not exit paths (hallways). Inside an office or room is acceptable. | | | |
| 8 | Class sizes are at or below room capacity (no students standing or sitting in aisles). | | | |
| 9 | All exits and exit pathways are free and clear of any obstruction. | | | |

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| 10 | Nearby illuminated EXIT signs are functioning (lighted). Report deficiencies to: http://oregonstate.edu/dept/facilities/wcc/work-request-form | | | |
| 11 | Nearby fire extinguishers are in place and the gauge indicator is within the green zone. Report deficiencies to: brian.lilley@oregonstate.edu | | | |
| 12 | At least 36 inches provided in front of all electrical panels. | | | |
| 13 | Break room kitchen appliances are UL listed and maintained in a serviceable and clean manner and turned off or unplugged when staff leave for the day. | | | |