



BUILDING SAFETY INSPECTION CHECKLIST

| Sl. No. | Safety Check Point | Status |
|------------------------|--|--------|
| Fire /Emergency | | |
| 1. | Is there a minimum of two 4.5 kg Carbon Dioxide Portable Fire Extinguisher (PFEs) installed (inside the office) for every 100 square meter floor so located as to be available within 10 m radius area? <i>For fighting electrical/computer /UPS fires.</i> | |
| 2. | In addition to the above, 9 L water type cartridge type PFE for every 100 square meter floor so located as to be available within 10 m radius area is provided? <i>For fighting Class A fires. Water type PFEs not to be used on electrical / computer / UPS fires.</i> | |
| 3. | Is a 5 kg Dry Chemical Powder (DCP) type PFE installed near portable generator sets? | |
| 4. | If cooking is done using LPG / Kerosene, is it ensured that fuel is cut off after use? <i>Not recommended in offices.</i> | |
| 5. | Are all the portable extinguishers maintained (refilling based on weight, etc.) as per IS 2190? <i>A recommended maintenance schedule as per IS 2190 can be provided for reference or could be made part of the PFE AMC.</i> | |
| 6. | Are PFEs located in easily accessible areas? | |
| 7. | Is the PFE layout exhibited in a conspicuous location? <i>Recommended for CIFCO offices of having more than 4 PFEs.</i> | |
| 8. | Are PFEs (bottom level) installed at 1m from the ground level and properly installed? | |



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| 9. | Is the fire escape route marked on the floor layout and exhibited at a conspicuous location? <i>Recommended for CIFCO offices of having more than 5000 SF floor area.</i> | |
| 10. | Are all exits clearly marked (lit up) and kept accessible? <i>Applicable for CIFCO offices that has multiple entry / exit points / with floor area more than 5000 SF.</i> | |
| 11. | Are employees aware of emergency escape staircase in your building (If applicable)? | |
| 12. | Are emergency lights provided with dedicated battery, at strategic locations? | |
| 13. | Are employees trained in selection (PFE selection based on class of fire) & use of PFEs? | |
| 14. | If room heaters, immersion coils are used, are they kept away from combustible materials? | |
| 15. | Are smoke detectors provided in the office, connected to a fire alarm panel & alarm? <i>As per TAC Fire Alarm rules, the horizontal distance from any point in the area to the detector shall be 7.5 m.</i> | |
| 16. | Are all employees encouraged to smoke outside the office? | |
| Electrical | | |
| 17. | Are adequate protective devices (MCBs, RCCBs, HRC Fuses) used for: <i>Short circuits and overloads</i> <i>Earth leakage</i> <i>Surge protection (UPS, EPBAX, DoT lines)</i> | |
| 18. | Are all 3 pin plugs & sockets provided with earth connections? | |
| 19. | Are the electrical wiring of FRLS / HFFR insulation type? | |
| 20. | Rigid PVC /Metal conduits are used for electrical wiring? | |
| 21. | Does loose terminations, unused openings exist in any of the electrical Distribution boards? | |
| 22. | Are the cables, wires, conduits, and other accessories conforming to Indian Standard? | |



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| 23. | Are all electrical DBs, circuits provided with identification marks? | |
| 24. | Are all the earth conductors physically continuous? | |
| 25. | Is the electrical contractor employed for routine jobs qualified & experienced? | |
| 26. | Was the electrical installation inspected by a qualified electrical engineer the last 5 years? | |
| 27. | Are the electrical installation maintained by carrying out tests, etc. when any modification / new equipment is done/installed? | |
| 28. | Are all 230 Volt equipment provided with single earth connection and all 415-volt equipment provided with double earth connections? | |
| 29. | Are all window air conditioner units provided with metal clad sockets with MCBs (Miniature Circuit Breakers)? | |
| 30. | Are you sure that no re-wirable fuses are used in the office? <i>Re-wirable fuses are a potential fire hazard and may not afford the desired protection.</i> | |
| 31. | Do you store combustible materials (papers, plastic, etc.) very close to lights, DBs, etc? <i>A minimum of 3 feet clearance is to be maintained.</i> | |
| 32. | Is it a practice to switch off all lights after office hours? | |
| 33. | Is there a master electrical switch to cut off total electrical power (except may be Fax, UPS & server)? | |
| 34. | Is a designated person allocated the responsibility of putting off electrical power after office hours? | |
| 35. | Is the electrical wiring inside conduit (rigid PVC /metal) for Fax, UPS & server (24x7 critical services)? | |
| 36. | Are electrical cords / cables mechanically protected in the entire office? | |
| 37. | Do you have a system of intimating the officer-in –charge of any electrical abnormalities (arcs, heat, frequent tripping, frequent lamp failures / fuse replacements)? | |
| 38. | Is the use of extension boards & temporary connections prohibited in the | |



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| | office? | |
| 39. | Before connection of any new electrical load, is it ensured that overloading does not exist? | |
| Security | | |
| 40. | Is the office provided with intelligent security system (with multiple security features), with audible alarm /automatic telephone dialing during night hours? | |