DIOCESE OF AMARILLO

FIRE PREVENTION SAFETY PLANS POLICY
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Policy And Plan Objective

To help provide a safe environment with respect to working in a safe manner and maintaining compliance with Federal, State or Local municipal codes or ordinances and to establish minimum health and safety requirements for the Diocese of Amarillo.

The policy will be revised periodically with NFPA, OSHA, Federal, State or Local Agencies updated regulations and per Carrier’s endorsements and mandatory requests.

ACRONYMS

NFPA – National Fire Protection Agency
OSHA – Occupational Safety and Health Administration
AFD – Amarillo Fire Department
CHWS – Competent Hot Work Supervisor
SDS – Safety Data Sheets
PPE – Personal Protective Equipment
Portable Fire Extinguishers

The Importance Of Fire Extinguishers

*All employees should comply with Federal, State, or Local municipal codes or ordinances and with the Diocese of Amarillo Safety Plan.*

In many cases they are the first line of defense and often contain or extinguish a fire, preventing costly damage. They are the difference between a minor fire problem and destruction.

Portable Fire Extinguishers

- A minimum of one 2A-10:BC portable fire extinguisher should be provided within 75 feet of travel distance from anywhere in the business on each floor. (IFC 906.3)
- A class K fire extinguisher should be mounted within 30 feet of commercial food equipment using vegetable or animal oils. (IFC 904.11.5)
- A fire extinguisher should not be obstructed and all should be in a conspicuous location. When visually obstructed, approved signs should be provided to indicate the location and not obstructed. (IFC 906.5,.6)
- Fire extinguishers should be mounted on the wall with a hanger at least 4 inches above the floor and no more than 60 inches above the floor. (IFC 906.7)
- Annual, certified inspections of all extinguishers are required. (IFC 906.2)

Fire Protection Systems Inspection, Testing, and Maintenance

- Fire Alarm systems, sprinklers, and fire pumps should be inspected, test, and serviced annually. (IFC901.6)
- Records of all fire protection system inspections, tests, and maintenance should be kept on the premises for review by the Fire Official. (IFC 901.6.2)
- Fire protection systems should be maintained in an operative condition at all times. (IFC 901.6)
  - Implement a schedule.
  - Monthly Fire Extinguisher Inspection Form
  - Monthly inspections by making sure the extinguisher is visible, unobstructed, and in its designated location.
  - Verify the locking pin is intact and the tamper seal is unbroken.
  - Confirm the pressure gauge or indicator is in the operable range or position, and lift the extinguisher to ensure it is still full.
- Emergency lighting and exit sign lighting should be working properly at all times. (IFC 1006)
- Emergency generator systems should be routinely inspected, operated, and serviced per NPFA 110 &111. All records should be kept on the premises for review by the Fire Official. (IFC 604)
• Commercial cooking fire protection systems should be tested at least every 6 months. (IFC 904.11.6.4)
• Hoods, grease removal devices, fans ducts, etc. should be cleaned to bare metal. Cleaning should be recorded, and records should state the extent, time, and date of cleaning. Records should be maintained on the premises. (IFC 904.11.6.3)
• Private hydrants should be inspected, serviced, and flow tested annually. (IFC 508.5.3)

**Exits**

• Exit doors should be unlocked when the building is occupied. (IFC 1008.1.8)
• Exit signs, doors, halls should not be visually or physically obstructed by storage, decorations, furnishings, snow, or ice. (IFC 1028.3&4)
• Exit signs should be illuminated. (IFC 1011.5.3, 1027.3)
• Exit ways should be illuminated at all times the building is occupied including during commercial power failures. (IFC 1006)
• Fire doors, smoke dampers, and other fire resistance barriers and assemblies should not be modified or otherwise impaired from the proper operation at any time. (IFC 703)
* Confirm the extinguisher is visible, unobstructed, and in its designated location.
* Verify the locking pin is intact and the tamper seal is unbroken. Examine the extinguisher for obvious physical damage, corrosion, leakage, or clogged nozzle.
* Confirm the pressure gauge or indicator is in the green range, and lift the extinguisher to ensure it is still full.
* Make sure the operating instructions on the nameplate are legible and facing outward.
* Check the last professional service date on the tag. (A licensed fire extinguisher maintenance contractor must have inspected the extinguisher within the past 12 months.)
* Initial and date the back of the tag.

Note: An A-B-C fire extinguisher can be used on all kinds of fires.

**LEAVE ALL DAMAGED AND/OR USED EXTINGUISHERS IN THE MAIN OFFICE AND SEND REPLACEMENT REQUEST TO ADMINISTRATION IMMEDIATELY**

<table>
<thead>
<tr>
<th>MONTH</th>
<th>TYPE ABC, Water</th>
<th>BUILDING Main Hall, Gym, Cafeteria, Office, etc.</th>
<th>ACTION TAKEN</th>
<th>INSPECTION DATE</th>
<th>SIGNATURE</th>
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Facility Address

Priest/Entity Signature ____________________________ Date ____________________________
Fire Sprinkler System

One of the most important features is that it is the first line of defense against fire, even if the building is vacant.

To keep your fire sprinklers working properly, you should perform inspections and testing according to NFPA 25, which is the Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems. Retain all records of your most recent fire sprinkler inspections and tests for at least one year and be prepared to show these records to your service provider upon request.

Recommended timelines for inspections

An inspection is essentially a visual once-over to check the status of your sprinkler system. According to NFPA 25, this is the inspection schedule you should follow:

- Implement a schedule.
- Weekly or monthly: Inspect the gauges in dry, pre-action, and deluge systems as often as once a week. Wet pipe system gauges can go a month between inspections.
  - Monthly Fire Sprinkler System Inspection Form
  - Visually inspect all sprinkler heads, pipes, and fittings for signs of wear or physical damage.
  - Ensure there are spare sprinkler heads and tools onsite for conducting emergency sprinkler head replacement if one is ever damaged.
- Quarterly: Every three months, have the water flow alarm devices, valve supervisory alarm devices, supervisory signal devices, control valves, and hydraulic nameplates inspected.
- Annually: Once a year, inspect the hanger/seismic bracing, pipes and fittings, information signage, and spare sprinklers.
- Every 5 years: Conducting an internal inspection of sprinkler piping is only required once every five years.

Recommended timelines for tests

Tests are comprised of more in-depth physical checks. NFPA 25 dictates this fire sprinkler testing schedule:

- Quarterly: To be as effective as possible, fire sprinkler mechanical devices should be tested quarterly.
- Semiannually: Every six months, vane and pressure switch type devices must be tested. Full testing and tagging should be performed annually. During a complete fire sprinkler system test, the technician should perform physical checks on all parts of your fire sprinkler system. These checks include water flow tests, fire pump tests, antifreeze concentration tests (in applicable systems), alarm tests, and trip tests of dry pipe, deluge, and pre-action valves.
• Every 5 years: Sprinklers exposed to extra-high temperatures and harsh environments, along with gauges on all sprinkler system types, should be tested or replaced every five years.

• Every 10 years or more: Dry sprinklers should be tested or replaced every 10 years. Fast-response sprinklers should be tested after 20 years in use and every 10 years after that. Standard response sprinklers should be tested after 50 years in use and 10-year intervals after that.
# Monthly Fire Sprinkler System Inspections

An inspection is essentially a visual once-over to check the status of your sprinkler system. Inspect the gauges in dry, pre-action, and deluge systems as often as once a week. Wet pipe system gauges can go a month between inspections.

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<tr>
<th>Location</th>
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<tr>
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<tr>
<td>If YES, what?</td>
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<tr>
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<td>If YES, what?</td>
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<tr>
<td>Date</td>
<td>Inspector</td>
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Wet pipe system gauges can go a month between inspections.
Any time a fire protection system is taken out of service, follow these procedures. These systems include automatic sprinklers; carbon dioxide, halon, or another clean agent; fire hydrants; fire pumps and tanks; fire protection water supplies; dry and wet chemical; foam and foam-water; etc.

Retrieve an impairment tag from the supply in the property conservation department; this may be the maintenance, engineering, or facilities office.

Fill out the permit.

Notify your security/property conservation department and inform them which system is down, why, and how long you expect it to be down. If maintenance is being performed or the repair will cause an alarm, notify your alarm service provider that the repair may cause an alarm. Tell the alarm company how long the system will be worked on so that if they do not hear back from you they can follow up as to the status of the repair.

Contact your fire department to inform them of the extent of the impairment; they may want to pre-plan additional first response equipment if you have major protection systems impaired.

Whenever it becomes necessary to impair automatic fire protection or detection system for any reason, regardless of duration, utilize the following link https://risklogic.com/fireform/. If you encounter a problem, contact (201) 930-0700.

OR Although the Diocese implemented 2019 AXIS Fire Protection Out of Service and Tag Notification Procedures into the Diocesan Fire Prevention Safety Plan Policy by either calling 212-940-3318 or e-mail them at engineering@axiscapital.com.

Attach the completed tag to the closed valve/control device.

Proceed with the repairs or maintenance.

Once the work is completed, place the equipment back in service and ensure it is operating correctly.

Notify your security/property conservation department that the repair is completed and to PLACE THE ALARM SYSTEM BACK IN SERVICE.

Notify the fire department that the system is back in service.

Notify Axis US Property Engineering that the repairs have been completed and PROTECTION ANDALARMSARE BACK IN SERVICE. Failure to do so will result in follow-up calls to you or your shift replacement until verification has been received that protection is back in service.

Remove the tag from the valve/control device. Complete the additional information and forward it to your property conservation officer.

Follow these procedures for all shifts, 24 hours/day, seven days a week, including holidays.
<table>
<thead>
<tr>
<th>Obverse</th>
<th>Reverse</th>
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**FIRE PROTECTION EQUIPMENT OUT OF SERVICE**

<table>
<thead>
<tr>
<th>Authorized by (Signature)</th>
<th>Date</th>
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<table>
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<tr>
<th>Protection system impaired:</th>
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<table>
<thead>
<tr>
<th>This valve/device controls:</th>
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<table>
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<tr>
<th>Area protected:</th>
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<tr>
<th>Estimated date/time of restoration:</th>
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<table>
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<th>Time system taken out of service:</th>
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<th>Time system restored to service:</th>
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<th>Time security/alarm company notified:</th>
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<th>Time fire department notified:</th>
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<tr>
<th>Time Axis US Property notified:</th>
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<tr>
<th>Check list completed (see reverse of tag):</th>
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- [ ] YES  
- [ ] NO

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<tr>
<th>Drain test results (for water-based systems):</th>
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</thead>
</table>

- Static: psi
- Residual: psi

**Fire Protection Impairment Checklist**

- [ ] Inform department heads in building or areas where fire protection is out of service
- [ ] Shut down hazardous operations or processes
- [ ] Extend smoking restrictions to affected area and 25’ beyond
- [ ] Notify fire brigade or shift captains
- [ ] Supplement manual fire protection with auxiliary fire extinguishers and/or charged hose lines
- [ ] Provide continuous fire watch throughout affected area
- [ ] Position individual at closed valve in event of emergency

**FIRE PROTECTION EQUIPMENT OUT OF SERVICE**
Risk Logic Inc.
Fire System Impairment Notification

Please check *
☐ Impaired  ☐ Restored

Company *
Diocese of Amarillo

Site *

Location *
Street Address

City

State

Postal/Zip Code

Country

Date and time of impairment:
Month  Day  Year  Time  ☐ AM  ☐ PM

Anticipated date and time to restore:
Month  Day  Year  Hours  Minutes

Reason for impairment: *

Does this impairment result in a loss?
☐ Yes  ☐ No

Type of system:
Sprinkler System - Wet
Sprinkler System - Dry
Sprinkler System - Preaaction/Deluge
Sprinkler System - Other
Gaseous Suppression System - FM 200
Gaseous Suppression System - Inergen
Gaseous Suppression System - CO2
Gaseous Suppression System - Other
Fire Pump
Public Water Supply
Private Fire Tank
Water Supply - Other
General - Other
Risk Logic Inc.
Fire System Impairment Notification

System/Valve #: 

Area(s) affected: 

Date and time restored: 

Month  Day  Year  Time  AM  PM

Precautions take: 

- Fire Brigade notified
- Fire Watch ongoing
- Public Fire Department notified
- Fire Hose laid out
- Hot Work Prohibited
- Hydrant connected to riser
- Smoking prohibited
- Pipe plugs on hand
- Hazardous operation stopped

Other precautions taken:

Systems/Precautions verified by: 

Name/Title

Was a 2 inch drain test performed?  Yes  No  N/A

Contact Name * 
First 
Last

Email *

Telephone * 
Area Code  Phone Number

Fax 
Area Code  Phone Number
Flammable and Combustible Liquids

Important Physical Properties of Flammable and Combustible Liquids

Flammable and combustible liquids vary in complexity. But, there are some crucial similarities between the two types of liquid. Here are three defining physical characteristics to keep in mind when handling flammables and combustibles.

Flashpoint
Flashpoint is the main physical property that defines flammable and combustible liquids. It is the minimum temperature at which the vapors given off by a liquid could ignite when mixed with air, near the surface of the liquid.

Boiling Point
The boiling point is the temperature that liquid boils. It occurs when the vapor pressure of the liquid equals the atmospheric pressure. Boiling liquids produce a lot of vapors and the harder they boil, the more vapors they release.

Flammable/Explosive Range
The flammable range of a liquid is a measure of the vapor concentration in the air where an explosion can occur, based on normal atmospheric and temperature variables. If the vapor concentration is "too lean," there is not enough fuel for ignition. If the vapor concentration is "too rich," there is not enough oxygen for ignition. The flammable range is the danger zone for fires.

Flammable and Combustible Liquid Definitions
The definition and classification of flammable and combustible liquids are addressed in Subsection 3.3.33 and Chapter 4 of NFPA 30. A flammable liquid is defined as a liquid whose flashpoint does not exceed 100°F, when tested by closed-cup test methods, while a combustible liquid is one whose flash point is 100°F or higher, also when tested by closed-cup methods. These broad groups are further classified as follows:

- Class IA - Flash Point less than 73°F; Boiling Point less than 100°F
- Class IB - Flash Point less than 73°F; Boiling Point equal to or greater than 100°F
- Class IC - Flash Point equal to or greater than 73°F, but less than 100°F
- Class II - Flash Point equal to or greater than 100°F, but less than 140°F
- Class IIIA - Flash Point equal to or greater than 140°F, but less than 200°F
- Class IIIB - Flash Point equal to or greater than 200°F

The Fire Triangle

Examples:

**Heat**
- Mechanical sparks, static electric discharge, open flame, smoking, frictional heat, lightning

**Fuel**
- Solids: paper, wood, plastic, fabric
- Liquids: flammable liquids, vapor such as gasoline, cooking oil, nail polish remover
- Gases: natural gas, propane, butane

**Oxygen**
- Air

All three legs of the triangle must be present for a fire to start.

Removing any one leg of the fire triangle stops a fire from starting.
What are the common examples of the various flammable and combustible liquids classified by NFPA 30?

- **Class IA** - Diethyl Ether, Ethylene Oxide, some light crude oils
- **Class IB** - Motor and Aviation Gasolines, Toluene, Lacquers, Lacquer Thinner
- **Class IC** - Xylene, some paints, some solvent-based cement
- **Class II - Diesel Fuel, Paint Thinner**
- **Class IIIA** - Home Heating Oil
- **Class IIIB** - Cooking Oils, Lubricating Oils, Motor Oil

How and where do you store Flammables and Combustibles

All employees and volunteers should comply with Federal, State or Local municipal codes or ordinances and with Diocese of Amarillo Safety Plan

Proper storage and handling is the first step to reducing the risk of fire. Always use approved safety storage cabinets that meet OSHA and NFPA construction and design requirements. Look for cabinets certified by independent third-party testing agencies such as FM Approvals, MPA Dresden or UL.

Combustible and Flammable Material Storage

- Combustible materials (cardboard, paper, plastics, kerosene, paint, etc.) should not be stored in boiler rooms, mechanical rooms, or electrical equipment rooms. (IFC 315.2.3)
- Combustible materials should not be stored in exit ways, hallways, stairways, or exit enclosures. (IFC 315.2.2)
- Outside dumpsters should be kept at least 5 feet away from combustible walls, windows, doors, overhangs, and lid should be closed. (IFC 304.3.3)
- Combustible storage should be at least 2 feet below the ceiling or 18 inches below sprinkler heads. (IFC 315.2.1)
- Compressed gas containers, cylinders, and tanks should be secured to prevent falling. (IFC 3003.5.3)
- Flammable materials (gasoline, propane, alcohol, etc.) should not be stored indoors. Including fuel tanks of motorcycles, lawn-care equipment or cooking equipment, etc. (IFC313)

When working with flammable and/or combustible liquids, you’re in an environment where fuel is present.

- Limit the number of chemicals stored
- Dispose of and recycle household hazardous materials properly
- Store hazardous materials in proper containers with tight-fitting lids and correct identification labels
- Store hazardous materials away from heat sources
- Allow for proper ventilation when using flammable liquids and hazardous materials
- Gasoline and other fuels are only used as fuels for engines and proper appliances
- Put oily rags in metal containers with tight-fitting lids, not in a pile where they can spontaneously ignite
Using Safety Containment Systems

Eliminating oxygen or ignition sources is vital for fire prevention. Though an open flame is the most common, ignition sources come in many forms. These include sparks, electric arcs, warm metal surfaces, smoking, and a buildup of heat from a contained vapor over time.

Safety storage containers and cabinets protect flammable liquids from sources of ignition. Some flammable liquid storage containers will even seal to prevent the oxygen flow that could start a fire. Any fire that starts inside the container will quickly die out from lack of oxygen.

Choose a safety cabinet that has been independently tested to these standards. Nearby certification from FM Approvals (FM Approved) or MPA Dresden (GS) signifies that the cabinet will perform as expected.

Safety Tips

1. Store Hazardous Chemicals Away from the Risk of Fire
OSHA and NFPA categorize flammable chemicals by their flashpoints. Any hazardous chemical that falls into their classifications has strict requirements. They specify volume limits on the amount of chemical and the type of storage. Safety cabinets for flammables feature fire-resistant construction to protect the contents from fire.

2. Store Hazardous Chemicals Away from Incompatible Materials
Different chemicals can react with one another. Some reactions are completely harmless. Others change the properties of the chemicals and create new hazards. Oxidizers promote fires by releasing oxygen. Keep incompatible materials separate from each other to prevent incidents.

3. Store Hazardous Chemicals in Compliance with Codes and Regulations
Failure to meet codes for chemical storage puts employees, volunteers, and contractors at risk.

4. Store Hazardous Chemicals in Specially Designed Safety Cabinets

A range of safety cabinets meet OSHA and NFPA requirements for flammable or hazardous chemicals. Cabinets vary in size from the 90 gallons to the 20 gallons.
Where Can Paint Cans Be Stored?

Different types of paint have different storage requirements. Solvent-based paints contain flammable materials and have stricter storage requirements. Water-based paints are less hazardous and have fewer restrictions. It is important to know what kind of paint you are storing and relevant OSHA and NFPA requirements.

Where to Store Paint: Check the Paint SDS

Paint manufacturers supply a Safety Data Sheet (SDS) for their products. The SDS notes key properties of the paint along with recommendations for storing paint safely. Check the flashpoint of the product to identify whether it is flammable.

Requirements for Paint Can Storage

Volume limits for flammable liquids such as solvent-based paints are determined by its category. When storing 25 gallons or less of flammable liquids, no storage cabinet is necessary. Always store up to 60 gallons of Category 1, 2, or 3 flammable liquids or up to 120 gallons of Category 4 flammable materials inside a flammable safety cabinet. Storage areas may contain a maximum of 3 safety cabinets.
What is Hot Work?

Hot work is any temporary or permanent operation involving open flames or producing heat and/or sparks. This includes but is not limited to brazing, cutting, grinding, soldering, torch-applied roofing, and welding. The definition of hot work can be applied to activities on-premises campuses such as periodic/planned maintenance activities, new construction work, and emergency repairs. Cutting, welding, or other “hot work” introduce ignition sources that require special measures to control the associated fire potential. Each institution must develop a policy to control the potential for hot work fires. Hot work procedures should follow the guidance of good standard practices such as NFPA 51B, Standard for Fire Prevention During Welding, Cutting, and Other Hot Work, FM Global Data Sheet 10-3, Hot Work Management.

Representatives of the Diocese of Amarillo, churches, entities, and schools have the authority and responsibility to order work to stop if imminently dangerous or unsafe procedures are observed involving hot work operations or any other health and safety issue.

The goal is to prevent injury and loss of property from fire or explosion as a result of hot work in all spaces and activities.

It covers:

- Hot Work - Any work involving welding, brazing, soldering, heat treating, grinding, powder-actuated tools, hot riveting, and all other similar applications producing a spark, flame, or heat, or similar operations that are capable of initiating fires or explosions.
- Hot Work Permit - A document issued by the Diocese of Amarillo, churches, entities, and schools to authorize a specified activity in a non-designated hot work area.
- Hot Work Operator An individual designated by a Diocesan church, entity, and or school to perform hot work.

This program does not cover the use of candles, the use of small, non-portable flames, pyrotechnics or special effects, cooking equipment, electric soldering irons, or torch-applied roofing.

All employees should comply with Federal, State, or Local regulations and with the Diocese of Amarillo Safety Plan.
Maintenance Divisions/Departments, Shops and other entities

Departments conducting hot work are expected to follow the provisions of the hot work safety policy and to ensure that all individuals conducting hot work operations have received the training necessary to perform hot work procedures safely.

- Determine that fire protection and extinguishing equipment are properly located and readily available.
- Ensure combustibles are protected from ignition by the following means:
  - Move the work to a location free from combustibles.
  - If the work cannot be moved, ensure the combustibles are moved to a safe distance or have the combustibles properly shielded against ignition.
  - If any of these conditions cannot be met, then hot work must not be performed.

- Determine site-specific flammable materials, hazardous processes, or other potential fire hazards present or likely to be present in the work location.
- Individuals involved must have an awareness of the risks and understand the emergency procedures in the event of a fire.
- Ensure that only approved apparatus, such as torches, manifolds, regulators, and pressure reducing valves, are used.
- Ensure sufficient local exhaust ventilation is provided to prevent the accumulation of any smoke and fume.
- Ensure that a fire watch is posted at the site when:
  - Hot work is performed in a location where other than a minor fire might develop, or where the following conditions exist.
  - Combustible materials in building construction or contents are closer than 35 ft to the point of hot work.
  - Combustible materials are more than 35 ft away but are easily ignited by sparks.
  - Wall or floor openings are within 35 feet and expose combustible materials in adjacent areas. This includes combustible materials concealed in walls or floors.
  - Combustible materials are adjacent to the opposite side of partitions, walls, ceilings, or roofs and are likely to be ignited.

Contractors

Contractors are expected to follow all applicable health and safety regulations as well as any specific requirements set forth by Federal, State, or local codes. All contractors should be in conformance with OSHA and NFPA at a minimum. Contractors are expected to maintain a written hot work program that outlines their procedures and
safety precautions. Proof of employee training in hot work procedures must be available for review.

**Hot Work Operator**

The hot work operator should handle the equipment safely and perform work so as not to endanger lives and property.

Specific duties include:

- Inspect all equipment for defects or damage before each use.
- Properly use any required personal protective equipment.
- The operator must cease hot work operations if unsafe conditions develop.
- The operator must notify the Maintenance Divisions/Departments, Shops, and other entities for a reassessment of the situation in the event of suspected unsafe conditions or concerns expressed by affected persons.

**Hot Work Operational Requirements**

Hot work is allowed only in areas that are or have been made fire-safe. Hot work may only be performed in either designated areas or permit-required areas.

A designated area is a specific area designed or approved for such work, such as a maintenance shop or a detached outside location that is of noncombustible or fire-resistant construction, essentially free of combustible and flammable contents, and suitably segregated from adjacent areas.

A permit-required area is an area made fire-safe by removing or protecting combustibles from ignition sources.

Hot work is not allowed:

- In sprinkler buildings, if the fire protection system is impaired.
- In the presence of explosive atmospheres or potentially explosive atmospheres (e.g. on drums previously containing solvents).
- In explosive atmospheres that can develop in areas with an accumulation of combustible dust (e.g. grain silos).

**Hot Work Permit**

Before hot work operations begin in a non-designated location, a completed hot work permit prepared by the Maintenance Divisions/Departments, Shops, and other entities are required. Based on local conditions, the CHWS must determine the length of the period, not to exceed 24 hours, for which the hot work permit is valid.

The following conditions must be confirmed by the Maintenance Divisions/Departments, Shops, and other entities before permitting the hot work to commence:

- Equipment used (e.g. welding equipment, shields, personal protective equipment, fire extinguishers) must be in satisfactory operating condition and in good repair.
• The floor must be swept clean for a radius of 35 ft if combustible materials, such as paper or wood shavings are on the floor.
• Combustible floors (except wood on concrete) must be
  ▪ kept wet or be covered with damp sand (note: where floors have been wet down, personnel operating arc welding or cutting equipment should be protected from possible shock), or
  ▪ be protected by noncombustible or fire-retardant shields.

• All combustible materials must be moved at least 35 ft away from the hot work operation. If relocation is impractical, combustibles must be protected with fire-retardant covers, shields, or curtains. Edges of covers at the floor must be tight to prevent sparks from going under them, including where several covers overlap when protecting a large pile.
• Openings or cracks in walls, floors, or ducts within 35 ft of the site must be tightly covered with fire-retardant or noncombustible material to prevent the passage of sparks to adjacent areas.
• If hot work is done near walls, partitions, ceilings, or roofs of combustible construction, fire-retardant shields or guards must be provided to prevent ignition.
• If hot work is to be done on a wall, partition, ceiling, or roof, precautions should be taken to prevent the ignition of combustibles on the other side by relocating combustibles. If it is impractical to relocate combustibles, a fire watch on the opposite side from the work must be posted.
• Hot work must not be attempted on a partition, wall, ceiling, or roof that has a combustible covering or insulation, or on walls or partitions of combustible sandwich-type panel construction.
• Hot work that is performed on pipes or other metal that is in contact with combustible walls, partitions, ceilings, roofs, or other combustibles must not be undertaken if the work is close enough to cause ignition by conduction.
• Fully charged and operable fire extinguishers that are appropriate for the type of possible fire should be available immediately in the work area. These extinguishers should be supplied by the group performing the hot work. The fire extinguishers normally located in a building are not considered to fulfill this requirement.
• If hot work is done in proximity to a sprinkler head, a wet rag should be laid over the head and then removed after the welding or cutting operation. During hot work, special precautions should be taken to avoid accidental operation of automatic fire detection or suppression systems (for example, special extinguishing systems or sprinklers).
• Nearby personnel must be suitably protected against heat, sparks, and slag.

Work Closeout
• A fire watch should be maintained for at least 30 minutes after completion of hot work operations to detect and extinguish smoldering fires.
• The Maintenance Divisions/Departments, Shops, and other entities should inspect the job site 30 minutes following completion of hot work and close out the permit with the time and date of the final check.
• The completed Hot Work Permit should be retained for 6 months following completion of the project.
Welding or Cutting containers

No welding, cutting, or other hot work should be performed on used drums, barrels, tanks, or other containers until they have been cleaned to make certain that there are no flammable materials present or any substances such as grease, tars, acids, or other materials which when subjected to heat, might produce flammable or toxic vapors.

Hazard Communication

Individuals supervising or conducting hot work are responsible for complying with the Diocesan Program. Training must include information on the potential hazards of any materials used in the hot work processes as well as methods to use to protect yourself from the hazards and how to recognize when overexposure is occurring. Direct access to product labels and safety data sheets (SDS) must be provided.

Management/Supervisors

- Monitor all hot work operations
- Ensure all hot work equipment and personal protective equipment (PPE) are in safe working order
- Allow only trained and authorized employees to conduct hot work
- Ensure permits are used for all hot work outside authorized areas

Employees

- Follow all hot work procedures
- Properly use appropriate hot work PPE
- Inspect all hot work equipment before use
- Report any equipment problems
- Not use damaged hot work equipment

Summary

Unsafe hot work (welding, torch cutting, brazing, propane soldering, etc) is one of the leading causes of fires in the workplace. One recent study analyzed several hundred hot works initiated fires. The average loss per fire was 1.4 million dollars. All these losses were preventable through the use of appropriate precautions and work practices. Note: Only Competent Hot Work Supervisors may authorize and approve hot work performed by the Diocese of Amarillo, churches, entities, and or school staff.

Below are some pointers to help you decide what you can do and how to do it.

Be aware of the hot work risk factors

- Read the Hot Work Policy.
- Review the Hot Work Permit.
- Review additional resources: OSHA Welding, Cutting, and Brazing

Understanding and practicing basic safety principles are the first defense against possible injury and lost productivity.
Promote a safe and healthful work environment

- Lead by example to motivate your employees
- Enforce and recognize safe work practices; don’t let dangerous practices “slide”.

Evaluate the workplace

- Assess the fire hazards, stored energy, and general safety hazards associated with the work to be performed.
- Complete the Hot Work Permit Checklist

Provide all necessary protective systems and equipment and enforce the use

Move flammables out of the work area or protect with flame-resistant tarps or shields. Restrict access and barricade in public areas. Use appropriate ventilation or sufficient local exhaust to prevent smoke accumulation in public areas and have fire extinguishers ready.

Respond to employee concerns

- Early intervention is key to preventing or minimizing injury.
- Encourage employees to report any perceived hazards or problems as early as possible.
- Investigate or refer these concerns to the appropriate individual promptly.
**Hot Work Permit**

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<thead>
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<tbody>
<tr>
<td>FIRE WATCH (Signature)</td>
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<tr>
<td>FIRE SPRINKLERS IMPAIRED?</td>
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<td>FIRE ALARMS IN SERVICE?</td>
<td>police:</td>
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<td>HOT WORK AREA:</td>
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<tr>
<td>OCCUPANCY:</td>
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<td>FLAMMABLE GAS AND LIQUID HAZARDS:</td>
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<td>COMBUSTIBLE STORAGE PRESENT?</td>
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<tr>
<td>PERSON DOING HOT WORK (Signature)</td>
<td>DATE SIGNED</td>
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</table>
Fire Emergency Procedure

Plan before a disaster strikes

- Know your Building Emergency
- Practice using evacuation routes
- Know your evacuation assembly area(s)

Building occupants are required by law to evacuate a building when the fire alarm sounds.

- Inform people in the immediate area to evacuate.
- If you witness a fire, activate the nearest building fire alarm and exit the building.
- When safe, immediately call 911.
- If the fire is small (wastebasket sized or smaller) and you have been trained to use a fire extinguisher, you may attempt to extinguish the fire. Make sure that you have a safe exit from the fire area and use the buddy system. If you cannot put out the fire in 5 seconds, evacuate.
- To use a fire extinguisher, remember the acronym PASS:
  - P ull the pin.
  - A im the extinguisher at the base of the fire.
  - S queeze the handle.
  - S weep the extinguisher from side to side.
- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows behind you, if time permits.
- Before opening a door, place the back of your hand on the door to check for heat. If cool, slowly check the door handle for heat and proceed to exit.
- If the door is hot, do not open it. Find or create an alternative exit (windows). If no other exit is available and you only see smoke, open the door slowly, move to a crawling position, staying low, and quickly crawl to an exit.
- If the door is hot and fire is present, keep the door shut. Place a wet cloth at the base to keep smoke from entering your room.
- Exit using stairs. Do not use elevators during a fire.
- Evacuate the building as soon as the alarm sounds and proceed to the designated emergency assembly area. Check-in and report that you made it out safe (i.e. Building Emergency Coordinator, your supervisor, or a housing staff).
- Move well away from the building and go to your designated meeting point.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
- Keep roadways clear for first responders.
Electrical Inspections

Electrical failures or malfunctions are the second leading cause of fires in the US, resulting in hundreds of fatalities, more than a thousand injuries, and over a billion dollars in property damage each year.

NFPA 73, Standard for Electrical Inspections for Existing Dwellings, provides inspection and testing procedures and practices for identifying electrical fire and shock risks, ranging from incorrect conductor insulation temperature for wiring of luminaries to the inappropriate use of conductors or cables, and determine compliance objectives before the sale of existing dwellings or during and after renovations. NFPA 70, National Electrical Code (NEC) is the benchmark for safe electrical design, installation, and inspection to protect people and property from electrical hazards.

The standard for electrical inspections helps keep existing building electrically safe and code-compliant with the NFPA 73.

The general electrical problem areas identified in NFPA 73 are:
- Services, Outside Feeders, and Outside Branch Circuits
- Grounding Electrode Conductors
- Panelboards and Distribution Equipment
- Overcurrent Protective Devices
- Cables, Cable Assemblies, and Conductors,
- Flexible Cords and Cables
- Raceways
- Permanently Connected Luminaires (Lighting Fixtures)
- Polarization of Luminaires (Fixtures)
- Boxes and Enclosures
- General-Use Switches and Receptacles
- Appliances and Special Equipment Such As; Ground-Fault Circuit Interrupters, Smoke Alarms, Appliances and Utilization Equipment, Arc-Fault Circuit Interrupters, Ceiling-Suspended (Paddle) Fans

Promote public safety in your community with regular electrical inspections.

Signs You Need An Electrical Inspection

The older buildings have older electrical systems that may not be able to support all the appliances and electronics. Even if you own a relatively new build, be mindful of the amount of electricity you use and update the systems as necessary.

A licensed electrical inspector must perform the inspection and should comply with NFPA. The inspection will reveal electrical deficiencies and help prevent fire hazards.
Signs That You Have An Inadequate Electrical System

- Circuit breakers frequently tripping
- Fuses blowing
- Outlets and switches not working normally
- Outlets are 2 pronged not 3 pronged
- Lights flickering when an appliance, furnace, or air conditioner turns on

Monthly Examinations

- Implement a schedule.
- Visually examining switchgear, lighting and power panels, exposed wiring, and large junction boxes to verify that they are clean, cool, dry and connections are tight. Please see the checklist.

Electrical Service Panel

If the panel contains out-dated round fuses, replace them by a licensed electrician with circuit breakers switches. Replace the service panel if it is rusty or worn, also by a licensed electrician.

Wiring

A building that contains round fuses at the service panel may give clues to the age of the building's wiring. Older buildings built before 1950 may contain knob-and-tube wiring. Buildings built between 1965 and 1973 may contain aluminum wiring. Both types of wiring have unique safety and performance characteristics and could be more challenging to insure. Be aware of this issue and replace the wiring for improved safety if it fails inspection.

Wet Area Outlets

Wet areas, including bathrooms and kitchens, must have ground fault circuit interrupters installed. Light switches must be several inches away from water. Outside outlets also must GFCIs installed. GFCIs must be installed in any area where water could be present. Test GFCIs monthly simply by pushing the test/reset button.

Interior Outlets and Lighting

Interior outlets, light switches, appliance cords, and GFCIs must be routinely tested and visually inspected monthly. Loose outlets must be tightened or replaced and cords must fit snugly. Outlets should be visually inspected monthly for black smoke and cool to the touch. A licensed electrician must inspect any humming noises or switching sounds around outlets or lighting.

Annually Exercise Circuit Breakers

- Implement a schedule.
- Licensed electrician annually exercising circuit breakers.
  - Over time they collect dust and dirt which does not allow heat to dissipate. Trip coils burn out. Internal grease hardens. Oxidization and corrosion can occur, and breakers fail to perform properly.
  - Manually exercising the breaker by turning it off and on 3-4 times helps to keep the contacts free and clean and helps ensure the internal mechanisms of the breaker are operating freely. Breakers SHOULD NOT BE exercised under load.
Annually Perform An Infrared Thermographic Survey

- Implement a schedule.
- Licensed electricians annually perform an infrared thermographic survey on all electrical equipment which presents a significant fire exposure.
  - Infrared thermography is one of the most effective and cost-efficient non-destructive testing.

There are a few simple things you can do but you should have a professional electrician work on anything electrical. **DO NOT attempt to perform any maintenance or repairs on your electrical work.**

Preventative Measures You Can Take To Prevent Costly Electrical Repairs

- Check your panel for the right size and type of fuses.
- Use a surge protector
- Don’t use bulbs above the recommended wattage for the fixture
- Don’t use extension cords
- Make sure you have properly installed and weatherproofed GfIs
### Monthly & Annual Electrical Inspections

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#### Outlets
- Check for outlets that have loose-fitting plugs, which can overheat and lead to fire.
- Replace any missing or broken wall plates.
- Make sure there are safety covers on all unused outlets that are accessible to children.

#### Line Cords
- Make sure cords are in good condition—not frayed or cracked.
- Make sure they are placed out of traffic areas.
- Make sure that cords are not nailed or stapled to the wall, baseboard or to another object.
- Make sure that cords are not under carpets or rugs or any furniture rests on them.

#### Extension Cords
- Check to see that extension cords are not overloaded & only be used on a temporary basis, not as permanent wiring.
- Make sure extension cords have safety closures to help protect children from shock hazards and mouth burns.

#### Plugs
- Make sure your plugs fit securely into your outlets.
- Make sure no plugs have had the ground pin (the third prong) removed in order to make a three-prong fit a two-conductor outlet; this could lead to an electrical shock.
- Never force a plug into an outlet if it doesn't fit.
- Avoid overloading outlets with too many appliances.

#### Ground Fault Circuit Interrupters (GFCIs)
GFCIs can help prevent electrocution. When a GFCI senses current leakage in an electrical circuit, it assumes a ground fault has occurred. It then interrupts power fast enough to help prevent serious injury from electrical shock. GFCIs can be installed at the outlet, or as a replacement for the circuit breaker for an entire circuit at the fuse box.

- Boilers
- Bathrooms
- Kitchen
- Laundry Room
- Garage
- Outdoors
- Test GFCIs according to the manufacturer's instructions monthly and after major electrical storms to make sure they are working properly.

#### Light Bulbs
- Check the wattage of all bulbs in light fixtures to make sure they are the correct wattage for the size of the fixture.
- Replace bulbs that have higher wattage than recommended; if you don’t know the correct wattage, check with the manufacturer of the fixture.
- Make sure bulbs are screwed in securely; loose bulbs may overheat.

#### Circuit Breakers/Fuses
- Make sure circuit breakers and fuses are the correct size current rating for their circuit. If you do not know the correct size, have an electrician identify and label the size to be used. Always replace a fuse with the correctly specified size fuse.
- Make sure the staffs knows where the main breaker is located and how to shut off power to the entire building.

#### Plug In Appliances
- Make sure there are no plugged-in appliances where they might fall in contact with water. If a plugged-in appliance falls into water, NEVER reach in to pull it out—even if it's turned off. First turn off the power source at the panel board and then unplug the appliance. If you have an appliance that has gotten wet, don't use it until it has been checked by a qualified repair person.

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Appliances
☐ If an appliance repeatedly blows a fuse, trips a circuit breaker or if it has given you a shock, unplug it and have it repaired or replaced.

Entertainment/Computer Equipment
☐ Check to see that the equipment is in good condition and working properly. Look for cracks or damage in wiring, plugs and connectors.
☐ Use a surge protector bearing the seal of a nationally recognized certification agency.

Outdoor Safety
☐ Electric-powered mowers and other electric tools should not be used in the rain, on wet grass or in wet conditions.
☐ Inspect power tools & electric lawn mowers before each use for frayed power cords, broken plugs & cracked or broken housings. If any part is damaged, stop using it immediately. Repair it or replace it.
☐ Always use an extension cord marked for outdoor use and rated for the power needs of your tools.
☐ Remember to unplug all portable power tools when not in use.

Lightning
☐ During an electrical storm, do not use appliances (i.e., hairdryers, toasters and radios) or telephones (except in an emergency); do not take a bath or shower.
☐ Keep batteries on hand for flashlights and radios in case of a power outage.
☐ Use surge protectors on electronic devices, appliances, phones, fax machines and modems.

Space Heaters
☐ Space heaters are meant to supply supplemental heat. Keep space heaters at least 3 ft. away from any combustible materials such as bedding, clothing, draperies, furniture and rugs.
☐ Don’t use space heaters in rooms where children are unsupervised and remember to turn off and unplug when not in use.
☐ Do not use space heaters with extension cords; plug directly into an outlet on a relatively unburdened circuit.

Halogen Floor Lamps
☐ Halogen floor lamps operate at much higher temperatures than a standard incandescent light bulb. Never place a halogen floor lamp where it could come in contact with draperies, clothing or other combustible materials.
☐ Be sure to turn the lamp off whenever you leave the room for an extended period of time.

Licensed Electrician

Annual Infrared Thermographic Survey

Annual Exercise Circuit Breakers

Date ___________________ Inspector ___________________ Date ___________________ Inspector ___________________