



### **Asylum Seeker Shelter Services – Fire & Building Checklist**

1. Are pathways to exits clear and uncluttered? Yes ☐ No ☐

If you answered no, please explain the reason and course of action to correct.

2. Are exits clear and unlocked? Yes ☒ No ☐

If you answered no, please explain the reason and course of action to correct.

3. Are guest belongings stored safely and securely, not creating a tripping hazard? Yes ☐ No ☐

If you answered no, please explain the reason and course of action to correct.

4. Are any outlets overloaded? Yes ☐ No ☐

If you answered yes, please explain the reason and course of action to correct.

5. Are any lightbulbs out? Yes ☐ No ☐

If you answered yes, please explain the reason and course of action to correct.

6. Are all sources of heat clear of cloth and/or cords? Yes ☐ No ☐

If you answered no, please explain the reason and course of action to correct.

7. Is the site staff completing the weekly smoke and CO detector inspection? Yes ☐ No ☐

If you answered no, please explain the reason and course of action to correct.



8. Are emergency exit signs illuminated? Yes ☐ No ☐

If you answered no, please explain the reason and course of action to correct.

9. Are fire extinguishers appropriately tagged and current? Yes ☐ No ☐

If you answered no, please explain the reason and course of action to correct.

10. Are all fire extinguishers placed appropriately and easily accessible? (not on floor) Yes ☐ No ☐

If you answered no, please explain the reason and course of action to correct.

11. Are all signs required for the site placed appropriately? Yes ☐ No ☐

If you answered no, please explain the reason and course of action to correct.

12. Are all electrical cords and extension cords in good shape with no fraying, swelling, splicing or patches? Yes ☐ No ☐

If you answered no, please explain the reason and course of action to correct.

13. Does the site have a television in working order? Yes ☐ No ☐

If you answered no, please explain the reason and course of action to correct.

14. Does the site have Wi-Fi in working order? Yes ☐ No ☐

If you answered no, please explain the reason and course of action to correct.

### Operations Manager:

Name (Print): \_\_\_\_\_

Date/Time: \_\_\_\_\_

Signature: \_\_\_\_\_