MONTHLY INSPECTION SIGN-OFF

MONTH YEAR 20_____ (Initial Below month of inspection)	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	ANNUAL SERVICE
FIRE EXTINGUISHERS (Inpsect monthly by tenant per NFPA 1 (Annually serviced by contractor)													
EXIT LIGHTS (Tenant checks batteries monthly for 30 seconds) (Tenant tests batteries for 1.5 Hrs. annually)													
EMERGENCY LIGHTS (Tenant checks batteries monthly for 30 seconds) (Tenant tests batteries for 1.5 Hrs. annually)													
SMOKE DETECTORS (Tenant tests monthly by pushing test button / replace batteries as needed) (Tenant performs functional test annually)													
FIRE ALARM (Tenant tests monthly to verify normal status) (Panel inspected quarterly by licensed contractor or **trained owners**) (Licensed contractor test/service system annually)													
FIRE SPRINKLERS (Tenant checks monthly- debris, corrosion,**…**) (Test flow & tamper switch quarterly; Licensed contractor or **trained owner**) (Licensed contractor test/inspect/service annually)													
HOOD SUPPRESSION (Tenant to verify cleaned monthly) (System cleaned through to the roof; quarterly or semi annual) (Licensed contractor to service FIRE SYSTEM semi-annually)													
HYDRANTS (Tenant inspect monthly-verify caps in place/no obstructions) (Licensed contractor flow, inspect & maintain annually, NFPA 25)													
EXITS (Tenant inspects all exits **daily** to verify egress is clear/not obstructed, fire doors not propped open, no doors locked to prevent free exiting without a key or code is required.													
GENERAL (Tenant checks for no unapproved extension cords, 30 inch clearance in front of electric panel, proper storage, no excessive accumulation of combustibles (boxes, paper, …) no accumulation of lint @dryer, FIRE DRILLS performed, Fire Safety training provided, FIRE DRILL performed.)													

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NO GRILLS with LP attached OR EVIDENCE OF COOKING WITHIN 10 FEET OF A BUILDING.													

MONTHLY FIRE SAFETY CHECKLIST