



Summer Fire & Life Safety Checklist For Facility Managers

TIER 1: COMPLETE BEFORE JUNE

Critical systems that carry the most risk heading into summer.

- Fire alarm system: Full test of devices & appliances; confirm or schedule last test
- Sprinkler heads: Inspect for paint/damage/obstruction and any seasonal displacement
- Control valve positions and tamper switch function verified
- Emergency and exit lighting: battery backup test completed
- Fire extinguisher annual inspection and service tag current
- Fire panel batteries tested and replaced if needed
- Backflow prevention devices inspected

TIER 2: ADDRESS DURING JUNE–JULY

- Kitchen or cooking equipment suppression system semi-annual inspection
- Generator load test completed
- Exterior pull stations and remote annunciators verified
- Fire door survey in high-traffic areas. Check closers, latching hardware, and door conditions
- Smoke detector sensitivity tested in high-HVAC-demand areas
- Utility shutoffs and labeling confirmed

TIER 3: MONITOR THROUGH AUGUST-SEPTEMBER

- Active construction areas: hot work permits current
- Temporary fire protection in renovation zones confirmed
- Deferred maintenance items from Q1/Q2 prioritized and scheduled
- Staffing coverage plan (facilities team knows system locations and protocols)
- Documentation audit: all spring inspection records filed and accessible

DOCUMENTATION CHECKLIST

Inspection should produce records that include all of the following.

- Technician name and license number on all service records
- Specific components inspected or tested listed
- Deficiencies noted with severity classification (red / yellow / green)
- Remediation actions and completion dates documented
- Records stored and accessible for JCO or AHJ review