

TAU KAPPA EPSILON CHAPTER HOUSE SELF-INSPECTION

This report is designed to help recognize and reduce loss potential within the residence. This report should act as a guide and should be completed on a monthly basis by a competent individual preferably by a housing corporation officer or chapter advisor.

HOUSEKEEPING & STORAGE AREAS	YES	NO
General interior and exterior housekeeping good	—	—
Storage rooms neatly arranged with good access	—	—
Floors and walls clean throughout.....	—	—
HALLS	YES	NO
All halls are free from obstructions	—	—
All halls are well-lit	—	—
All stairwells and steps have secure banisters/railings	—	—
BUILDING MAINTENANCE	YES	NO
Roof covering in good condition with no known leaks	—	—
All interior and exterior walls in good condition.....	—	—
All interior and exterior doors and windows in good condition.....	—	—
All fire doors between floors marked as such and kept locked	—	—
ELECTRICAL SYSTEM	YES	NO
All circuits correctly fused.....	—	—
All covers in place with none broken.....	—	—
No multiple plug/appliances policy in force and posted.....	—	—
Date of last electrician inspection.....	—	—
PLUMBING SYSTEM	YES	NO
Any known leaks	—	—
Has sprinkler system been checked in last six months?	—	—
FURNACE & HOT WATER HEATERS	YES	NO
All located in separate rooms	—	—
All doors to rooms close completely	—	—
All rooms free from combustible materials.....	—	—
All covers on equipment in place	—	—
Equipment inspected within last year by contractor?	—	—
SMOKING	YES	NO
Allowed in safe locations only	—	—
Is there a "no smoking in bed" rule?	—	—
Ashtrays with large lips used.....	—	—
Butts collected in metal container	—	—

SMOKE DETECTION & FIRE ALARM SYSTEM	YES	NO
Are there manual fire alarm pull boxes in all halls?	___	___
Is there a smoke detector in each room?	___	___
If smoke detectors are battery-operated, are batteries changed every six months?.....	___	___
Date of last battery change?.....	_____	_____
If a hard-wired system, is it tested monthly by a responsible person and serviced twice annually by an outside contractor?	___	___
Date of last monthly test	_____	_____
Date of last contractor inspection	_____	_____
FIRE EXTINGUISHERS	YES	NO
Is there at least one extinguisher on each floor?	___	___
Are there extinguishers in the kitchen?	___	___
Is there an extinguisher in the laundry room?	___	___
Are extinguisher locations accessible and clearly marked?	___	___
Does a responsible person make sure all extinguishers are in place and completely charged every month?	___	___
Are extinguishers inspected and serviced by an outside contractor yearly?	___	___
Date of last yearly contractor inspection.....	_____	_____
KITCHEN & COOKING	YES	NO
Is all cooking equipment located under a hood?.....	___	___
Is entire hood and ductwork system cleaned twice a year?	___	___
Date of last cleaning	_____	_____
Are removable hood grease filters run through the dishwasher daily?	___	___
Is there an extinguishing system protecting all cooking equipment?	___	___
Is the extinguishing system serviced twice a year by an outside contractor?	___	___
Date of last service.....	_____	_____
LAUNDRY ROOM	YES	NO
Are lint filters cleaned after each load?.....	___	___
Are areas behind dryers free of lint?	___	___
FIRE DRILLS	YES	NO
Is there a practice fire drill every six months?	___	___
Date of last drill.....	_____	_____
INSPECTION	YES	NO
Has campus fire marshal inspected building within last six months? ..	___	___
Has city/town fire department inspected building within last six months? ..	___	___

