










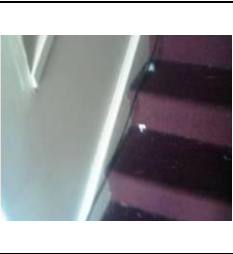







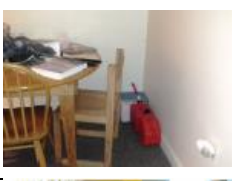









Clarkson University Student Housing Fire Safety Checklist

Complete this checklist for your University housing to ensure you have a safe and healthy living environment.
Use the "Comments" section at the end to explain what has been done to fix anything marked "unsafe".

Name: _____		Building & Room #: _____		
Observation	Example Image of Non-Compliance	Corrective Measure	Safe	Unsafe
Personal items (garbage, shoes, etc.) are not stored in the hallway.		Remove any personal items stored in the hallway.	<input type="checkbox"/>	<input type="checkbox"/>
Open flame-producing-devices such as wick candles and incense are not allowed in any University area (even if unburned). <i>An exception to this rule is wickless candles, such as candle warmers.</i>		Remove any open flame-producing-devices from the premises.	<input type="checkbox"/>	<input type="checkbox"/>
No curtains, draperies, hangings or other decorative materials hanging from the ceiling.		Remove any curtains, draperies, hangings or other decorative materials hanging from the ceiling.	<input type="checkbox"/>	<input type="checkbox"/>
Lamps are equipped with lamp shades and light bulbs of the appropriate wattage for the fixture.		Replace lamp shade and bulb so that it is of the appropriate wattage for the fixture. Light bulbs can be obtained from your floor custodian.	<input type="checkbox"/>	<input type="checkbox"/>
No excessive accumulation of trash, rubbish or combustible waste material.		Throw away any trash, rubbish or combustible waste material.	<input type="checkbox"/>	<input type="checkbox"/>
Combustible wall decorations (ex. paper, tapestries) cannot exceed more than 20% of the wall area.		Take down any combustible wall decorations that cover more than 20% of the wall area.	<input type="checkbox"/>	<input type="checkbox"/>
Flammable and combustible materials (ex. paper, hairties) are not stored on or near heat sources (ex. lamp, furnace), ignition sources, electrical equipment, exits, in stairways or under stairs.		Remove and relocate items to a safe location.	<input type="checkbox"/>	<input type="checkbox"/>

<p>No halogen lamps.</p>		<p>Remove any halogen lamps in your room. Contact your RA for temporary storage if necessary.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>No decorative lights, rope lights or non-flame resistant Christmas trees.</p>		<p>Take down decorative lights and rope lights. If you do not have a "Certificate of Flame Resistance" for your Christmas tree, that must also be taken down.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Extension cords and multi-plug outlet extenders are not permitted in student housing.</p>		<p>Move the equipment closer to an existing outlet or purchase a power strip with surge protection to replace the extension cord or multi-plug outlet extender.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Multi-plug power strips must have surge protection, be plugged directly into an electrical outlet and not combined with any other power strips, extension cords or other multi-plug adaptors. Do not use to power refrigerators or microwaves.</p>		<p>Plug power strip directly into wall outlet and disconnect any other multi-plug devices from the strip. Plug refrigerators and microwaves into a wall outlet.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Cables and cords are placed in safe locations to reduce damage, tripping hazards and fire hazards. No cables/cords are routed over the ceiling, running up stairways or under doorways.</p>		<p>Remove any cables/cords routed over the ceiling, running up stairs or under doorways. Cables/cords should be secured with wall fasteners or covered with floor covers – not taped. When possible, route along the room perimeter.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Electrical outlet covers are present and in good repair.</p>		<p>Submit a work request to have outlet cover replaced.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Electrical equipment is free of frayed cords, exposed wires and other sources of damage.</p>		<p>Discontinue use of any damaged equipment as this may be a fire/shock hazard.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Exits, exit access and exit discharges are clear of obstructions at all times and exit doors are easily opened from the inside.</p>		<p>Relocate any obstructions in the exit path. If an exit door is difficult to open, submit a work request to have it repaired.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>If your door is equipped with automatic closures, they must be kept on and remain in proper function.</p>		<p>If your door used to have an automatic closure on it but is no longer present or is broken, submit a work request to have it repaired.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Fire extinguishers and fire alarm pull stations are not blocked or hidden by storage. Fire extinguishers have a tag on them indicating that they are being inspected on a monthly basis.</p>		<p>Relocate any items blocking or hiding a fire extinguisher or fire alarm pull station. If an extinguisher is not up to date on it's monthly inspections, please contact Environmental Health & Safety.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Smoke and heat detectors are not covered, properly secured to the ceiling and remain connected to a power source.</p>		<p>Remove anything covering a smoke or heat detector that would prevent it from properly functioning. Submit a work request if the detector needs to be resecured to the ceiling.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Nothing is hanging from a sprinkler head or sprinkler pipe (including clothes hangers, towels, tvs, etc.). Also, cages cannot be removed from sprinkler heads.</p>		<p>Relocate anything hanging from the sprinkler head or sprinkler pipe.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>No flammable liquids or hazardous materials stored inside University housing. This includes, but is not limited to gasoline, LP tanks, lighter fluid, fire arms or explosives.</p>		<p>Remove any flammable liquids and hazardous materials being stored inside University housing.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>BBQ grills (gas or charcoal) are not stored inside and are at least 10 feet from any building.</p>		<p>Relocate BBQ grill to safe and approved location.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Stoves, hot plates, toasters, toaster ovens, crockpots and rice cookers are only permitted in University apartment/house kitchens.</p>		<p>Remove stoves, hot plates, toaster ovens, crockpots and/or rice cookers from your residence hall if you do not live in an area with a University apartment/house kitchen. Acceptable alternatives include microwaves, hot pots and electric kettles. Any alternative must have an internal heating element.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Stoves are in clean condition and do not have combustibles stored on them (ex. dishclothes, oven mits).</p>		<p>Clean oven and relocate any combustibles stored on it.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Space heaters and air conditioners are not permitted in any University housing.		Remove any space heaters or air conditioners from University housing.	<input type="checkbox"/>	<input type="checkbox"/>
Smoking is only allowed outside and must be at least 30 feet from any building.		Educate anyone seen smoking inside or closer than 30 feet from a building of the smoking requirements.	<input type="checkbox"/>	<input type="checkbox"/>
The area is free of any visible mold.		Report any evidence of suspected mold accumulation to Environmental Health & Safety .	<input type="checkbox"/>	<input type="checkbox"/>
No broken glass or windows.		Submit a work request to have any broken glass picked up and broken windows replaced.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

Questions?

Please contact:

Campus Safety & Security: 315-268-6666 (x6666)

Residence Life Office: 315-268-6642 (x6642)

Environmental Health & Safety Office:

Erica Arnold: 315-268-6640 (x6640) or Gerald Bova: 315-268-2362 (x2362)