

## FIRE WARDEN MONTHLY CHECKLIST

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**NAVSUPACT NAPLES FORM 11320/3 (New 10-20)**

AREA OF CONCERN	PASS	FAIL	N/A	COMMENTS
<b>GENERAL FIRE WARDEN</b>				
Building Fire Prevention Folder				
Copy of Fire Warden Appointment Letter				
Building Fire Evacuation Plan				
Copy of all Fire Inspection related work orders				
<b>GENERAL HOUSEKEEPING</b>				
Area Free of trash/rubbish accumulation				
All combustible materials stored neat and orderly				
<b>ELECTRICAL</b>				
Check all power cords for wear				
Extension cords not used as permanent wiring				
Daisy chained cords or multi plug adapters not used				
No cords under rugs or through doorways				
Cover plates in place on all outlets/switches				
Coffee pots/microwaves/toasters on combustible Surface				
Non approved heaters				
No storage in mechanical rooms				
Clearance of 36" from breaker panels				
Clearance of 18" from all light fixtures				
<b>FIRE EXTINGUISHERS</b>				
All fire extinguishers are present and unobstructed				
All fire extinguishers are in good repair				
All fire extinguishers are pressurized				
All fire extinguishers have pin and tamper seal				
All fire extinguishers are mounted				
All fire extinguisher tags have been signed off monthly				

**FIRE WARDEN MONTHLY CHECKLIST (CONTINUED)**

**NAVSUPPACT NAPLES FORM 11320/3 (New 10-20)**

AREA OF CONCERN	PASS	FAIL	N/A	COMMENTS
<b>EMERGENCY EXIT LIGHTS/EXIT SIGNS</b>				
All illuminated exit signs in working order				
Exit signs/emergency lights not obstructed				
<b>EXITS/MEANS OF EGRESS</b>				
Evacuation routes posted				
Storage under stairs used for egress prohibited				
Egress width not reduced below 36" at any point				
Corridors/hallways width not reduced below 44"				
Exits not locked while building is occupied				
<b>FIRE ALARMS/SPRINKLER HEADS/ FIRE DOORS</b>				
Alarm pull stations unobstructed and in plain view				
Sprinkler heads unobstructed with clearance 18"				
Fire doors are not obstructed or propped open				
<b>EXTERIOR</b>				
No excessive vegetation growth				
Area free of trash and rubbish				
<b>POL/FLAMMABLE/COMBUSTIBLE/LIQUIDS/CYLINDERS</b>				
MSDS book on hand and current				
All flammable liquids/materials in approved containers/labeled				
No flammable liquids present in path of egress				
Flammable liquid containers covered when not in use				
Compressed gas containers in good repair				
Cylinders stored with the valve closed				
Soiled POL rags stored in approved containers				
Compressed gas cylinders chained and secured				

\*This monthly checklist will be maintained by the fire warden, and will be forwarded to the FPB utilizing the Fire Prevention Mailbox, [nsanaplesfireprevention@eu.navy.mil](mailto:nsanaplesfireprevention@eu.navy.mil), by the 20th day of the month.

**FIRE WARDEN NAME PRINTED**

**FIRE WARDEN SIGNATURE**