



Recommended Fire and Life Safety Guideline Checklist

- No candles/open flames allowed in any building. (This includes no smoking or vaping).
- No combustibles shall be stored in or under any enclosed stairwell.
- All corridors/ hallways shall be free of all trash, storage and any obstructions.
- Keep all interior and exterior exits clean and free of obstructions.
- All illuminated exit signs and emergency lights must be in working order with back-up power/ battery.
- All fire doors in hallways and stairwells shall be in the closed position, unless on automatic closer. All fire doors shall be able to close and latch on their own. **DO NOT PROP DOORS OPEN.**
- Extension cords should not be used as permanent wiring and should not run through doorways, ceilings, or walls. Recommend use of UL listed power strips with 15AMP protection. Extension cords are for temporary use and for portable appliances only.
- Extension cords shall be maintained in good condition and should be grounded.
- Never plug a power strip into another power strip. Multi-plug adapters are prohibited.
- Must maintain at least 36 inches (3 ft.) clearance around all electrical panels.
- Space heaters shall be UL listed/ labeled, plugged directly into the wall receptacle, and have a 3 ft. clearance around it. Space heaters should also have an automatic tip-over shut-off.
- Good housekeeping – combustible waste creating a fire hazard in rooms and building are prohibited. Rooms are to be clean, neat and orderly. Mechanical and electrical rooms are not storage areas.
- Combustible/flammable liquids (gas, motor oils, paint, etc.) should be stored in approved flammable cabinet or in an outdoor storage shed. Liquid petroleum tanks are not allowed to be stored in buildings.
- No altering or constructing of any structures (walls/shelves/partitions) that alter the original design of the building or limit exits, without proper State approval and permits. Must also call Planning and Construction and Risk Management and Safety.





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- No hanging items off of sprinkler heads, pipes, light fixtures or roof beams/ceiling.
- All storage of items must be below 18 inches from around all sprinkler heads. In areas that do not have a sprinkler system, storage must be at least 2 ft. below the ceiling.
- It is unlawful to alter, obstruct, disable or remove any fire protection device in the building.
- Fire extinguishers shall be clear, accessible and not be obstructed from view.
- Combustible material shall not be stored in boiler rooms, mechanical rooms and electrical equipment rooms.
- Required exit accesses, exits and exit discharges shall be continuously maintained free from obstruction or impediments in the case of fire or other emergency to allow for clear access.
- Compressed gas containers, cylinder and tanks shall be secure to prevent falling caused by contact, vibration or seismic activity. Securing of compressed gas containers.
- Chemicals, hazardous waste, clay, paints, wood chips or solvents shall not be poured down drains. Only water! Hazardous waste must be disposed of properly and in a timely manner. <https://rms.unlv.edu/environmental-and-lab/hazmat/waste-disposal/>
- Proper Personal Protective Equipment (PPE) must be worn if needed. Proper training of PPE should be done prior to use of equipment. <https://rms.unlv.edu/occupational/>
- All chemicals must have a current Safety Data Sheet (SDS) and be properly labeled. Do not store chemicals above eye level or with incompatibles. <https://rms.unlv.edu/chemical-inventory/>

For additional safety awareness or questions contact:

**Risk Management and Safety
Campus Services Building 119**

<https://rms.unlv.edu/>

1-(702)-895-4226

Above stated guidelines are not all inclusive and are subject to change by RMS representatives. 04/2019

