



<b>Title: Facility Risk Management Inspection</b>	<b>Policy No.: A.03-02</b>
<b>Section: 14</b>	<b>Page No.: 1 of 5</b>

<b>Legislation Reference:</b>	Jubilee Insurance Agencies Ltd.
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<b>Purpose:</b>	To establish standards for the inspections of facilities insured under the Smoky Lake County’s insurance coverage to ensure compliance with “ <b>Jubilee Insurance Agencies Ltd.</b> ”
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<b>Policy Statement and Guidelines:</b>	
<b>1. OBJECTIVES:</b>	
1.1	Smoky Lake County requires a periodic Facility Risk Management Inspection for all facilities insured through Jubilee Insurance Agencies Ltd. Initial inspection to be completed to the best of the County’s ability and in good faith, by the County’s Safety Officer, to the best of his or her ability, to maintain insurance liability coverage, as part of the Risk Pro Management Program with Jubilee Insurance Agencies.
1.2	Additional Named Insured will be required to complete <b>Weekly/Regular, Annual, and Pre-Event Facility Inspections</b> on their facilities to the best of their ability, as part of the Risk Pro Management Program towards cooperating in implementing effective risk management.
1.3	To monitor and improve the risk management of facilities by identifying and analyzing loss exposures.
1.4	Subsequent inspections may be undertaken by the County’s Safety Officer to the best of his or her ability from time to time at the discretion of the County.
<b>2. INSPECTION:</b>	
2.1	Facility Inspections will occur as per Section 1 above.
2.2	Produce a record of observations.
2.3	Engage a response from the Added Named Insured to observed hazard or defect conditions.
2.4	Site Inspections will be recorded using <b><i>Schedule “A”: Facility Inspection Form:</i></b> <b>Facility Grounds and Perimeter: Page 1 of 4.</b> <b>Facility Interior – Public Areas: Page 2 of 4.</b> <b>Facility Interior – Public Areas: Page 3 of 4.</b> <b>Facility Interior – Non-Public Areas: Page 4 of 4.</b>
<b>Inspection forms will be documented as per</b> <b>Policy Statement No. 14-B.04-01: Added Named Insured: Record Keeping Guidelines.</b>	

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>September 20, 2007</b>	<b># 597-07 - Page # 8455</b>
<b>Amended</b>	<b>February 19, 2009</b>	<b># 252-09 - Page # 8869</b>
<b>Amended</b>		



**SCHEDULE "A"**



**FACILITY INSPECTION FORM**

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

**Inspection Type:**  
**A = Weekly / regular inspection**  
**B = Annual inspection**  
**PE = Pre-event:** Expected attendance is more that 25% of capacity

Site diagram:

**FACILITY GROUNDS AND PERIMETER:**

Highlight type of inspection:			Look for the following:	See any problems?			If "Yes": 1. Describe the problem 2. Mark location on the diagram	Date Corrected?
A	B	PE		Not appl.	No	Yes		
•	•	•	Walkway from the parking area – should be clear debris / ice / snow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Walkways around building – should be clear of debris / ice / snow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Junk and combustible materials – should not be around / under the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Garbage container – should be at least 3 metres (10 feet) from the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Fire exits – doors should be clear of obstacles and permit clear exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Outbuildings – should be locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Air intake for mechanical room combustion – should be clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Fuel tanks – access should be locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Fuel lines – should be no evidence of leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	•		Fuel tanks – should be tested and certified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Propane tanks – access panel should be locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Gas lines and meters – should be no damage to equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	•		Chimney – should be clear of ice and obstructions, rain cap should be in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Electrical cover plates – should be in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Outside lighting – should be operating around walkway and parking areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Standpipes and sprinkler connections – should be capped and clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Fire lane – should be posted and clear of vehicles / other obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Steps and ramps – should be in good condition, clear of ice and snow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Handrails – should be in place and secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

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**PE** = **Pre-event:** Expected attendance is more that 25% of capacity



**Layout diagram:**

**FACILITY INTERIOR – PUBLIC AREAS:**

Highlight type of inspection:			Look for the following:	See any problems?			If "Yes": 1. Describe the problem 2. Mark location on the diagram	Date Corrected?
A	B	PE		Not appl.	No	Yes		
•	•	•	<b>Fire emergency procedures</b> – should be current and posted in each area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Fire panel</b> – should be On and Armed, should be no trouble indicators showing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Hallways</b> – should be clear of obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Front entrance area</b> – floor surface should be clean and free of slip / trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>No smoking rules</b> – should be enforced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>MEETING ROOMS:</b>								
•	•	•	<b>Floor surface</b> – should be clean and free of slip / trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Fire doors</b> – should be properly labeled and permit clear exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Smoke detectors</b> – should be operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Sprinkler heads</b> – should be .5 meters of clear space below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Fire extinguishers</b> – should be in place, serviceable and clear of obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Fire extinguishers</b> – tags should be current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Emergency lighting</b> – should be operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>AREA 2:</b>								
•	•	•	<b>Floor surface</b> – should be clean and free of slip / trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Fire doors</b> – should be properly labeled and permit clear exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Smoke detectors</b> – should be operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Sprinkler heads</b> – should be .5 meters of clear space below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Fire extinguishers</b> – should be in place, serviceable and clear of obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Fire extinguishers</b> – tags should be current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Emergency lighting</b> – should be operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

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**FACILITY INTERIOR – PUBLIC AREAS:**

Highlight type of inspection:			Look for the following:	See any problems?			If "Yes": 1. Describe the problem 2. Mark location on the diagram	Date Corrected?
A	B	PE		Not appl.	No	Yes		
<b>AREA 1:</b>								
•	•	•	<b>Floor surface</b> – should be clean and free of slip / trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Fire doors</b> – should be properly labeled and permit clear exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Smoke detectors</b> – should be operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Sprinkler heads</b> – should be .5 meters of clear space below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Fire extinguishers</b> – should be in place, serviceable and clear of obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	•		<b>Fire extinguishers</b> – tags should be current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Emergency lighting</b> – should be operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>CHANGE ROOMS / WASHROOMS:</b>								
•	•	•	<b>Floor surface</b> – should be clean, dry and free of slip / trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Fire doors</b> – should be properly labeled and permit clear exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Smoke detectors</b> – should be operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Sprinkler heads</b> – should be .5 meters of clear space below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Fire extinguishers</b> – should be in place, serviceable and clear of obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	•		<b>Fire extinguishers</b> – tags should be current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Emergency lighting</b> – should be operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	<b>Toilet seats</b> – should be securely fastened and in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

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**FACILITY INTERIOR – NON-PUBLIC AREAS:**

Highlight type of inspection:			Look for the following:	See any problems?			If "Yes": 1. Describe the problem 2. Mark location on the diagram	Date Corrected?
A	B	PE		Not appl.	No	Yes		
•	•	•	Electrical room – should be locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Electrical room – should be clear of combustible materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Electrical room – should be at least 1 meter of clear space around all electrical panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Mechanical room – should be locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Mechanical room – should be clear of combustible materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Mechanical room – combustion air intake should be clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Mechanical room – should be no evidence of fuel spills or leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Attic – entrance should be locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	•		Attic – should be clear of combustible materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	•		Attic – fire separations should be intact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Crawl space – access should be locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	•		Crawl space – should be free of combustible material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	•		Crawl space – fire separations should be intact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Custodial areas – should be locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Storage areas – should be locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
•	•	•	Fire hose - should be properly racked in cabinet and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_