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	STANDARD: **NFPA 101 Life Safety Code & OSHA 29 CFR 1910.38**	AUDIT FREQUENCY: **Semi-Annual Audit**

Commercial Building Fire Drill Inspection Compliance Checklist

Operational Scope: This commercial building fire drill inspection compliance checklist establishes a standardized protocol for evaluating emergency evacuation readiness and occupant safety. The primary objective is to verify life safety systems, ensure unobstructed egress paths, and maintain full compliance with regulatory emergency action plan mandates.

MANDATORY PPE:	High-Visibility Safety Vest (ANSI/ISEA 107), Safety Glasses (ANSI Z87.1), Durable Work Gloves, Steel-Toe Safety Footwear (ASTM F2413), Two-Way Radio / Communication Device
PREREQUISITES:	Notify local emergency monitoring dispatch and building tenants of scheduled fire drill activity prior to initiation. | Verify functionality of secondary communication systems and assemble the designated fire warden inspection team.

PRE-DRILL EGRESS & ALARM SYSTEM VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Emergency Exits & Stairwells**	All primary and secondary egress routes are entirely free of stored materials, debris, or mechanical locks.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Exit Signage & Emergency Lighting**	All internally illuminated exit signs and battery-backed emergency lights are operational and visible.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Fire Alarm Pull Stations**	Manual fire alarm pull stations are unobstructed, clearly marked, and accessible to building occupants.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
4	**Audible/Visual Notification Appliances**	Strobes and horns throughout the designated zone produce adequate decibel levels and clear flashing patterns.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

ACTIVE DRILL EXECUTION & WARDEN PERFORMANCE

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Evacuation Timing & Response**	Total building evacuation time meets local fire code benchmarks without inducing panic or crowding.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Floor Warden Deployment**	Designated floor wardens successfully sweep assigned zones, wear proper identification, and direct occupants efficiently.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Assembly Point Accountability**	Occupants gather at pre-determined exterior assembly points, and wardens execute accurate headcounts.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Stairwell Door Integrity**	Fire doors remain closed during evacuation to prevent smoke migration, and self-closing mechanisms engage properly.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

POST-DRILL DEBRIEF & DOCUMENTATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
9	**System Reset & Verification**	Fire alarm control panel is successfully reset to normal operating mode by authorized personnel only.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
10	**Corrective Action Log**	Any identified egress bottlenecks, procedural delays, or equipment anomalies are documented for immediate remediation.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Fire Safety Inspector / Lead Facility Manager Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Director of Facility Operations / Safety Officer Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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