OpsAuditHub opsauditihub.com	DOC ID: **SAF-0181**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **NFPA 101 Life Safety Code & OSHA 29 CFR 1910.37**	AUDIT FREQUENCY: **Daily Pre-Shift**

Commercial Building Fire Drill Inspection Daily Log Sheet

Operational Scope: Establishes daily verification protocols for commercial building emergency egress routes and fire drill readiness systems to mitigate life safety hazards. Ensures full regulatory compliance with emergency evacuation preparedness standards across all facility zones.

MANDATORY PPE:	High-Visibility Safety Vest (ANSI/ISEA 107), Safety Glasses with Side Shields (ANSI Z87.1), Composite Toe Safety Shoes (ASTM F2413), General Purpose Work Gloves
PREREQUISITES:	Verify master fire alarm control panel is powered on and free of active trouble signals. | Obtain daily facility occupancy count and confirm communication links with building security desk.

EGRESS ROUTES & EXIT ACCESSIBILITY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Primary Stairwell Doors**	Doors open completely without obstruction and latch securely without excessive force.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Corridor Exit Pathways**	Corridors maintain minimum unobstructed width of 44 inches with zero storage boxes or carts.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
3	**Emergency Exit Signage**	All illuminated exit signs are fully lit and backup battery test indicators show green.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
4	**Stairwell Emergency Lighting**	Emergency light fixtures illuminate testing paths adequately with no burnt-out bulbs.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

FIRE SUPPRESSION & ALARM READINESS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Manual Fire Alarm Pull Stations**	Pull stations are unobstructed, clearly visible, and protective covers/seals are intact.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
6	**Fire Extinguisher Cabinets**	Cabinets are unlocked, fire extinguishers are properly mounted, and pressure gauges are in the green operating zone.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
7	**Sprinkler Control Valves**	Main control valves are fully open, chained, and tamper-supervised by facility monitoring systems.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
8	**Fire Door Magnetic Hold-Opens**	Hold-open devices instantly release when manual test switch is activated from the security desk.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

ASSEMBLY POINTS & COMMUNICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
9	**External Assembly Area Signage**	Primary and secondary outdoor assembly points are clearly marked and free from vehicle obstruction.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
10	**Evacuation Roster Clipboards**	Floor warden emergency contact binders and tenant rosters are updated and stored in designated stations.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

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

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.

DIGITAL INSPECTION UPGRADE: Run this audit on mobile/tablet, attach photos & automate compliance records. Start Free Mobile Audit →