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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 Checklist

Operational Scope: Establishes standardized protocols for planning, executing, and evaluating commercial building fire drills to ensure rapid occupant evacuation and life safety compliance. Mitigates the risk of egress bottlenecks, equipment failure, and panic during actual fire emergencies.

MANDATORY PPE:	High-Visibility Safety Vest (ANSI/ISEA 107), Safety Glasses (ANSI Z87.1), Hard Hat with Facility Branding, Sturdy Closed-Toe Footwear, Two-Way Communication Radio
PREREQUISITES:	Notify local emergency services and central alarm monitoring station prior to initiating the drill. | Verify deployment of designated floor wardens and safety marshals across all active zones. | Confirm emergency egress routes are unobstructed and exterior assembly points are accessible.

PRE-DRILL NOTIFICATION & SYSTEM READINESS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Central Monitoring Notification**	Security operations center and alarm monitoring company notified of scheduled test at least 24 hours in advance.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Fire Alarm Control Panel (FACP)**	FACP functions verified; strobe lights and audible notification appliances operational across all tenant floors.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Emergency Communications Integration**	Public address system and intercom tested for clear, intelligible emergency broadcast transmission.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

EGRESS ROUTE & STAIRWELL INSPECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Exit Door Hardware**	All designated emergency exit doors unlatched, panic hardware functions smoothly without binding, and magnetic holds release upon alarm activation.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Stairwell Enclosures**	Stairwell fire doors fully closed (not propped open), clear of storage, and self-closing mechanisms engage properly.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Emergency Lighting & Exit Signs**	All battery backup emergency lights and illuminated exit signs illuminate instantly upon simulated power loss.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Corridor Obstructions**	Corridors and primary egress paths maintain minimum required width (36 inches minimum) with zero temporary storage or cart obstructions.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

EXECUTION & ASSEMBLY POINT EVALUATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Evacuation Timing & Pace**	Total building evacuation completed within benchmark time standard (under 4 minutes for mid-rise facility).	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Floor Warden Headcount**	Floor wardens account for all personnel within assigned zones and report clear status to Incident Commander.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
10	**Assembly Area Integrity**	Designated exterior assembly point located at safe distance from structure, clear of responding emergency vehicle lanes.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

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

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