OpsAuditHub opsauditihub.com	DOC ID: **SAF-0179**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **NFPA 101 / OSHA 29 CFR 1910.38**	AUDIT FREQUENCY: **Semi-Annual Audit**

Commercial Building Fire Drill Inspection Safety Audit Checklist

Operational Scope: This audit protocol governs commercial facility emergency evacuation drills and life safety systems verification. The objective is to mitigate structural egress bottlenecks and ensure absolute compliance with mandatory life safety standards.

MANDATORY PPE:	High-Visibility Safety Vest (ANSI/ISEA 107), Safety Glasses (ANSI Z87.1), Steel-Toe Safety Footwear (ASTM F2413), Industrial Leather Palm Gloves, Two-Way Communication Radio
PREREQUISITES:	Notify local emergency dispatch and building tenants of scheduled fire drill activity. | Verify functionality of master alarm interface panel and secondary power backups. | Position assigned floor wardens and safety marshals at designated primary and secondary exits.

PRE-DRILL SYSTEM & NOTIFICATION VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Fire Alarm Control Panel (FACP)**	FACP is clear of trouble and supervisory signals; testing mode properly engaged with central monitoring station notified.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Audible and Visual Notification Appliances**	Horns, strobes, and voice evacuation speakers activate clearly across all zones without delay or distortion.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
3	**Emergency Communications & PA System**	Microphone and pre-recorded emergency messaging systems are fully operational with clear audio intelligibility.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

EGRESS ROUTES & EMERGENCY LIGHTING INSPECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Corridors and Exit Passageways**	All egress paths are entirely free of temporary storage, furniture, or construction debris maintaining full required width.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
5	**Exit Doors and Hardware**	Doors open smoothly in the direction of egress without keys or excessive force; panic hardware and self-closers operate perfectly.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
6	**Exit Signs and Emergency Lighting Units**	Illuminated exit signs and battery-backed emergency lights function correctly during simulated primary power loss.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
7	**Stairwell Enclosures**	Stairwell fire doors remain completely closed (not propped open); re-entry doors function as designed.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

EVACUATION EXECUTION & ASSEMBLY ACCOUNTABILITY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Evacuation Timing & Speed**	Total building evacuation time is recorded and meets or exceeds local municipal life safety time benchmarks.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
9	**Floor Warden & Marshal Performance**	Wardens systematically sweep assigned zones, wear high-visibility gear, and direct occupants calmly to exits.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
10	**Assembly Point Accountability**	Occupants gather at designated exterior assembly points a safe distance from structure; accurate headcounts are performed.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
11	**Access for Individuals with Disabilities**	Area of rescue assistance procedures executed efficiently; evacuation chairs utilized safely where applicable.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

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

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