

Fire safety inspection report template

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Inspection checklist

Inspection items

☐ Fire extinguisher placement, condition, and service dates	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Emergency exit routes and signage visibility	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Sprinkler system condition and coverage	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Fire door integrity and self-closing mechanisms	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Electrical panel access and labeling	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Storage of flammable materials	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Smoke and carbon monoxide detector placement	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Fire alarm system testing records	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____