



CONSTRUCTION SITE FIRE SAFETY MANAGER DAILY REPORT



GENERAL INFORMATION

Project Address: _____ Date: _____

Today's man count: _____ Workers oriented and fire safety trained; documentation up to date and on file: Today: _____
Total: _____

Describe any negative air/asbestos/infectious disease controls in use: _____

FDNY COMMUNICATIONS AND INSPECTIONS

FDNY Gang Box	<input type="checkbox"/> Painted red, stenciled with "FDNY" in white, and secured in place at site entrance? <input type="checkbox"/> Contents are up to date? <input type="checkbox"/> Emergency contact numbers (attached to underside of cover; should include all subcontractor contacts)? <input type="checkbox"/> Copies of all FDNY permits? <input type="checkbox"/> Comprehensive floor plans for each floor- no hand-drawn modifications or annotations-with updated and accurate egress marked, "you are here" indication, and all access routes to interior stairs marked? <input type="checkbox"/> Sprinkler shop drawings for standpipe (basement and risers only)? <input type="checkbox"/> Logistics plan indicating locations of OS&Y valve and standpipe, guard booths, gas storage areas, hoists? <input type="checkbox"/> Evacuation plan and muster point location map or list?
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FDNY Inspection	Date of last FDNY inspection: _____ If today: Inspector's Name: _____ Inspector's Signature: _____ Inspector's Dept./FDNY Company: _____ Notes/violations issued: _____
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Yellow line painted on grade leading to the staircase containing the standpipe and/or fire pump?

FIRE SAFETY INSPECTIONS

EVACUATION DRILLS

Access and egress paths visually inspected and properly maintained.
 Date of last weekly shanty inspection: _____

Fire Extinguishers- verify placement daily; inspect and initial tag monthly.

Tagged and in place at each shanty?
 Tagged and in place on all floors and at areas of high fire risk work?
 Inspected and tags initialed? Date of last inspection: _____

Date of last quarterly drill: _____
 If today: Start time: _____
 End time: _____
 Number of workers evacuated: _____

HOTWORK AUTHORIZATION AND JOT WORK LOG MAINTENANCE

Hot works authorization and logbooks issued at beginning of day signed off by CSFSM at end of day? FDNY permits up to date?

NO SMOKING ENFORCEMENT

FDNY no smoking signage posted on floors and at site gates?
 Designated off-site smoking area clear of debris? Proper disposal receptacles in place outside of fence?

Number of undercover security guards on site (need one per 200 workers): _____
 Number of cigarette butts found: _____
 Name and company of any worker dismissed for violating no smoking policy: _____
 Number to date: _____

ELECTRICAL COMPONENTS AND SYSTEMS

Temporary wiring for electrical power and lighting installations visually inspected and properly maintained.
 No visually damaged electrical cords or cables

HAZARDOUS MATERIALS (IF APPLICABLE)

Required FDNY permits and COFs for the storage and use of flammable (acetylene, LPG or CNG) and/oxygen gases.
 Required FDNY permits and COFs for the storage and use of flammable and combustible liquids. Required FDNY permits and COFs for powder-actuated tool loads.
 Required FDNY permits and COFs for aerosols.
 The hazardous materials are only used and stored at the permitted place



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**WATCHPERSON UPDATE**

The watchperson(s) has been updated with the most recent site changes.

FIRE SAFETY MANAGER OBSERVATIONS

Fire Safety Manager Signature: _____

License #: _____

Date: _____