



Self-Audit Safety Checklist for Emergency Exits

This Emergency Exit checklist contains minimum OSHA requirements for an office setting. There may be additional requirements established by state building code, local Fire Departments. For details about items contained in this checklist, review the state building code and NFPA 101 Lifesafety Code.

Building Name: _____ Date: _____
Address: _____
Conducted by: _____

Facility Inspection – Exit Routes in Office Settings	Standard	Y	N	Correction Required
Emergency Action Plan				
The workplace has a written Emergency Action and Fire Prevention Plan when building has more than 10 employees.	1910.38 and 1910.39			
Evacuation maps are current and clearly posted.	1910.38(c)(2)			
Emergency Alarm				
An audible employee alarm system must be operable, and employees trained in the system.	1910.37(e) and 1910.38(d)			
Exit Doors				
Employees must be able to open an exit route door from inside at all times without keys, tools, or special knowledge.	1910.36(d)(1)			
Exit doors are free of any device or alarm that could restrict emergency use of the exit route if the device or alarm fails.	1910.36(d)(2)			
Exit route doors are operable using one hand.	NFPA 101 Lifesafety Code: 7.2.1.5.10; 2015			
Force required to open doors is not excessive. See NFPA 101 Lifesafety codes for maximum forces: 7.2.1.4.5	1910.36(d)(1) NFPA 101 chapter 7.2.1.4.5			
No snow or ice buildup outside of exit doors.	1910.36(d)(1)			
Exit Signs				
When direction of travel to the exit is not immediately apparent, signs must be posted indicating the direction of travel to the nearest exit.	1910.37 (b)(4)			
Line of sight to exit signs must be clearly visible at all times.	1910.37 (b)(4)			
Exit sign is lit to at least 5-foot candles.	1910.37(b)(6)			
Exit Route Access				
There are two or more exit routes from each floor. The two exits must be located far away from each other. More than two routes are required if size of building or occupancy reduces employee's egress.	1910.36(b)(1)-(2)			
A door that connects to an exit route must swing out in the direction of exit travel if the room is designed to be occupied by more than 50 people.	1910.36 (e)(2)			
A side-hinged door must be used to connect any room to an exit route.	1910.36(e)(1)			
Exit routes shall not go through bathrooms, offices, closets or other rooms subject to locking.	1910.37(a)(3)			
Each exit route is adequately lit so that an employee with normal vision can see along the exit route.	1910.37 (b)(1)			

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Exit Route Dimensions				
Width of exit route must be at least 28 inches wide at all points. NOTE: NFPA 101 requires 36" for existing stairs; and 44" minimum width of new construction.	1910.37(g)(2)			
Objects that protrude into exit routes must not reduce the width of exit route to less than minimum requirements.	1910.37(g)(2)			
Ceiling of exit route must be at least 7'6" feet tall. Any projection from ceiling must not reach a point less than 6'8". Mark projections.	1910.37(g)(1)			
Walkways should be smooth and substantially level.	1910.37(h)(3)			
Fire Doors				
Fire doors in stairwells are self-closing and not propped open.	1910.36(a)(3)			
Fire doors in exit route are not propped open. Doors remain closed or automatically close in an emergency upon sounding of a fire alarm or employee alarm system.	1910.36(a)(3)			
Fire doors open in direction of travel to the emergency exit.	1910.36 (e)(2)			
Fire Prevention				
Fire extinguishers—monthly visual check conducted.	1910.157(e)(2)			
Fire extinguishers—annual maintenance check	1910.157(e)(3)			
Flammables stored away from ignition sources.	1910.106(d)(5)(iii)			
Extension cords are not used as permanent wiring and are not strung together.	1910.303(b)(2)			
Toasters, microwaves, refrigerators, heaters and other appliances are not connected to power strips.	1910.303(b)(2)			
Items are not hung from sprinkler heads, and storage of items is kept at least 18" below sprinkler.	1910.159(c)(10)			
Fire Safeguards for Exit Routes				
Exit routes must be kept free of flammable furnishings or other decorations.	1910.37(a)(1)			
No storage of flammable materials stored under exit stairs or along exit route.	1910.37(a)(1)			
Exit routes must be maintained during building renovation and maintenance.	1910.37(d)			
Stairs				
Handrail and railing on stairs and exposed landings.	1910.25(b)(1)			
Stairs kept clear. Storage is not allowed on stairs or egress.	1910.176(c)			
Platform provided when a door opens directly onto a stairway.	1910.25(b)(5)			

Other Comments:

For additional resources or to contact DLS, visit: mass.gov/info-details/safetyworks-resources.