



ENVIRONMENTAL HEALTH AND SAFETY

FIRE AND LIFE SAFETY BUILDING REVIEW

Environmental Health and Safety | University Health Services Suite 002 | Stillwater, OK 74078
(405) 744-7241 | www.ehs.okstate.edu

March 2022

Status

Contact(s)	Implementation Date	Comments
Jerry Petre, EHS		Manual created September 2017.
Jerry Petre, EHS	June 2018	Updated template letter and review checklist.
Jerry Petre and Sharlie Doty, EHS	June 2019	Updated Building List and minor grammatical/punctuation revisions.
Jerry Petre, EHS	March 2022	Updated IFC section numbers that changed with the adoption of the 2018 version. Updated building list.
Alex Christy, EHS	March 2022	Edited for grammar and spelling, updated formatting to fit branding standards.

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A. INTRODUCTION

The mission of the Fire and Life Safety Building Review is to provide a proactive fire prevention program to ensure the safety of students, faculty, staff, and visitors on Oklahoma State University's Stillwater campus.

This is attained through a comprehensive effort of fire safety education, fire and life safety building reviews, and oversight of all maintenance performed on fire and life safety systems installed in all Stillwater campus facilities.

The Fire and Life Safety Building Review will evaluate public areas including hallways, stairwells, conference rooms, classrooms, storage areas, and mechanical rooms. The review looks for unsafe practices and conditions related to fire and life safety codes that may contribute to a fire or deter from effective evacuation of a building in case of an emergency.

Common concerns are:

- Unapproved storage in hallways and stairways.
- Blocked emergency exits.
- Propped open fire doors.
- Permanent use of extension cords.
- Non-operational exit signs and emergency lighting.

B. PROGRAM OVERVIEW

Fire Safety Education

Each Fire and Life Safety Building Review will be used as a training session for the recipient of the review. The review process will include a self-evaluation utilizing the Fire and Life Safety Review Form. The form will aid in identifying what fire and life safety hazards to look for in their building.

Planning a Fire and Life Safety Review

The Fire and Life Safety Review Form will be sent electronically to the designated building representative at least one month ahead of the scheduled Fire and Life Safety Building Review. This will give the designated building representative time to complete the self-evaluation and make any corrections as needed before the building review takes place.

C. FIRE AND LIFE SAFETY REVIEW PROCESS

All Fire and Life Safety Building Reviews shall be conducted using the Fire and Life Safety Review Form.

Review Preparation

In preparation for the Fire and Life Safety Building Review, the building file will be reviewed to ensure that all outstanding fire and life safety issues have been corrected.

Review of records from Facilities Management

To ensure that all fire alarm/detection/suppression systems, if installed, are being maintained and are fully operational, the building's maintenance and repair files that are maintained by Facilities Management shall be reviewed and verified prior to conducting the Fire and Life Safety Building Review.

Conducting the Fire and Life Safety Review

Fire and Life Safety Building Reviews will be conducted as a joint review throughout the year in coordination with the designated building representative (facilities/zone manager). For residential life buildings, the reviews will be coordinated with residential life personnel.

Upon completion of the Fire and Life Safety Building Review, the Fire and Life Safety Specialist will document their findings and submit a Fire and Life Safety Review Report. This report will be reviewed by the University Fire Marshal prior to delivery to the designated building representative.

D. FIRE AND LIFE SAFETY REVIEW PRIORITY

The following criteria will be used by the University Fire Marshal to determine building review frequency. This frequency can change based on building modifications or changes in conditions.

Buildings Reviewed Annually

All occupancy group "R" buildings such as hotels, motels, transient boarding houses, apartment buildings, dormitories, non-transient boarding houses, and other high impact facilities shall have a Fire and Life Safety Review conducted annually.

University Buildings Reviewed Biennially

All occupancy group "A" buildings such as gathering places for the purposes of civic, social, religious functions, education lecture auditoriums, recreation, food and drink consumption, or awaiting transport, shall have a Fire and Life Safety Building Review conducted on a two-year cycle.

All occupancy group “B” buildings such as animal hospitals, kennels, banks, educational occupancies for students above the 12th grade, and spaces used for assembly with an occupancy load of 49 persons or less, shall have a Fire and Life Safety Building Review conducted on a two-year cycle.

Other Building Reviews

Other occupancy groups such as group S, F, and U may be reviewed when specifically assigned by the University Fire Marshal, as requested, or as a result of a written or verbal complaint.

Complaints Received

In response to the receipt of written or verbal fire and life safety complaint, the building will receive a Fire and Life Safety Building Review within three business days of receipt of the complaint.

Fire and Life Safety Building Reviews will not be conducted in facilities which are not the property of Oklahoma State University.

E. FIRE AND LIFE SAFETY REVIEW REPORT

Report Preparation

The Fire and Life Safety Review Report is written after the Fire and Life Safety Building Review to document findings of the review using photos, field notes and the Fire and Life Safety Review Form.

Any special circumstances that were encountered during the Fire and Life Safety Building Review, for example, “All rooms not entered due to the operation of the building.” will be noted.

The Fire and Life Safety Review Report is to be reviewed by the University Fire Marshal for completeness, legibility, and clarity. Each of the fire and life safety concerns will be clearly explained and the appropriate code citing will be noted.

Who Receives the Report

The designated building representative and others, as determined by the University Fire Marshal, will receive a copy of the Fire and Life Safety Review Report.

Correction Guidelines

Corrections to any identified safety items should begin immediately by the designated building representative or responsible parties following the receipt of the Fire and Life Safety Review Report.

The following guidelines are offered for establishing completion dates. They are to be used with

discretion and professional judgment. These are only guidelines. More or less time to complete corrections may be needed depending upon the specific situation involved.

Immediate corrections

Dangerous or hazardous conditions shall be corrected immediately and reported to the University Fire Marshal; these conditions are such that they pose an immediate danger to life safety.

Examples:

- Totally blocked or locked exits.
- Open containers of volatile flammable liquids.
- Defective mechanical equipment, the continued use of which may result in fire or explosion.

Urgent safety corrections

Hazards to life or property, which may result or contribute to injury, death or loss of property should be corrected within 15 days.

Examples:

- Partially obstructed corridors.
- Non-compliant containers of combustible or flammable liquids.
- Installed fire suppression or detection systems are inoperable. Enhanced fire watch or other appropriate measures should be implemented until the system is restored to working order.
- Hazardous accumulation of combustible materials.
- Open, unprotected electrical wiring.
- Defective equipment that could impact egress, such as inoperative exit signs or lighting.

F. FILES

Building File

A building file will be maintained for each facility or building and will be located at Environmental Health and Safety. The file should have a basic floor plan and include pictures of the building, special building features, mechanical systems, and fire systems. Fire and Life Safety Review Reports and any pictures taken during Fire and Life Safety Reviews and will be made part of the building file. Building files shall be maintained for the life of the building.

File Maintenance

A copy of the Fire and Life Safety Review Report and all follow up correspondence will be placed into the file within three working days following the review. All reports and reviews will be filed in chronological order, most current on top.

Building Maintenance and Change Records

Appropriate documentation such as construction permits, system maintenance, service records, etc., will be placed in the building file.

APPENDIX

Building Occupancy Classification List

Occupancy Type	Building Name	Building Number
A	Seretean Center	2
A	Alumni Center	5
A	Bennett chapel	10
A	Boone Pickens Stadium North	21N
A	Boone Pickens Stadium South	21S
A	Boone Pickens Stadium West	21W
A	Gallagher Iba	29
A	Student Union	35
A	Edmond Low Library	40
A	North Classroom	41
A	Classroom	44
A	SPW Café	56
A	KD Café	66
A	Wes Watkins center/CITD	70
B	Old Central	1
B	Bartlett Center	3
B	Morrill Hall	4
B	Gunderson	6
B	Business	7
B	Endeavor	8
B	Architecture	9
B	Paul Miller J&B	12
B	Thatcher	13
B	Whitehurst	15
B	PIO	19
B	Social Sciences and Humanities	24
B	Psychology	25
B	Engineering South	27
B	Life Science East	28
B	Nancy Randolph Davis West	30

Occupancy Type	Building Name	Building Number
A	Allie P Baseball Stadium	72
A	Softball Complex	76
A	Colvin Center	92
A	Colvin Annex	109
A	Neal Patterson Stadium	199
A	Adams Market	262
A	NHOF Dining	267
A	McKnight Performing Arts Center	271
A	Tennis Facility	288
A	O'Brate Baseball Stadium	290
A	Animal Science Arena	639
A	Beef Cattle Arena	703
A	Postal Plaza	875
B	FPST LAB	222
B	Construction lab	223
B	Gary F. Stewart Core Research	224
B	CEPL	226
B	Energy conservation lab	227
B	Ridge Road Green House	230
B	Excelsior	231
B	Michal and Ann Greenwood School of Music	272
B	NOC Stillwater	281
B	Multimodal Bldg.	284
B	Indoor Training Center	286
B	Athletic Ticket Office Call Center	287
B	Track Facility	289
B	Canine Long Term Housing	320
B	Canine Long Term Housing Annex	320A
B	Long Term Housing Annex II	320B

Occupancy Type	Building Name	Building Number
B	Willard	31
B	Campus Fire Station	33
B	Nancy Randolph Davis	36
B	McElroy Hall	39
B	Henry Bellmon Research Center	43
B	ATRC	46
B	FAPC	47
B	Animal Science	49
B	USDA	50
B	Physical Science	51
B	NMR Lab	51A
B	Life Science West	53
B	Scott Hall	54
B	Agriculture Hall	57
B	Engineering North	59
B	C.E.R.L.	62
B	Vet Med Annex	64
B	General Academic Building	68
B	Noble Research Center	69
B	ITLE	73
B	Risk Management	75
B	Recycling Center	77
B	FM North	78
B	FM South	79
B	Bio& Ag Engineering Lab	80
B	Greenhouse Learning Center	84
B	Motor Pool	85
B	Laundry	86
B	Math Sciences	89
B	FM Warehouse #5	90

Occupancy Type	Building Name	Building Number
B	Career Tech North and West	504
B	Career Tech Perky Building	505
B	Career Tech Central Building	506
B	Career Tech Curriculum Building	510
B	Career Tech Testing	511
B	Small Grains	616
B	SERC Judging Building	634
B	SERC Storage Building #2	634B
B	SERC Storage Building #1	634C
B	SERC HQ	635
B	Bovine Isolation Facility	637
B	Equine Education	638
B	BioSystems and Ag Engineering West Annex	647
B	BioSystems and Ag Engineering West Machinery	648
B	Ag Research Lab (Forage)	653
B	Bio Ag Engineering West (North bldg.)	658
B	Bio Ag Engineering west (South bldg.)	658A
B	Dairy Visitors Center	659B
B	Insectary - Entomology	677
B	Entomology Special Projects Laboratory	679
B	Entomology Lab	680
B	Entomology livestock lab	683
B	Entomological Livestock Research Shop	683B
B	Entomological Pest Control Education Classroom	683E
B	OBGA Educational Center	685
B	Oklahoma Gardening Center	686
B	SPREC	709
B	Oklahoma Foundation Seed Stocks	709A
B	Pasture 86 Office	715D
B	Zoology Field Research	718

Occupancy Type	Building Name	Building Number
B	ACOB	106
B	VMTH	107
B	Equine Sports Med.	108
B	OADDL	110
B	University Health Services	111
B	HAZ RXN LAB	112
B	Facilities Management Admin	113
B	Fire Pub & Training	114
B	MAE Lab	115
B	Electronics Lab	116
B	IT Building	134
B	University Testing	135
B	CVHS	136
B	Wellness center	197
B	Family Resource Center	201
B	Vet Med Maintenance	202
B	Bert Cooper	211
B	Visual Arts Annex	212
B	Fire Protection Publications	216
B	Petroleum Tech Warehouse	218
B	Petroleum Tech Classroom	219
B	Fire Outdoor lab	220
F	Power Distribution Center	83
F	West Chilled Water Plant	239
F	Central Plant	282
F	Vo Tech Print	300
R	Stout Hall	34
R	Atherton Hotel	35H
R	Bennett Hall	38
R	Parker Hall	55
R	Wentz Hall	60

Occupancy Type	Building Name	Building Number
B	Lake Carl Blackwell Concessions	722
B	Lake Carl Blackwell Park Rangers Office	722D
B	Lake Carl Blackwell Metal Shop Building 2	724B
B	Lake Carl Blackwell Fee Booth	724C
B	Lake Carl Blackwell Grounds Office	724D
B	Oklahoma Beef - Office	725
B	Oklahoma Beef - Sale Barn	725A
B	Fire Training Storage	727
B	H.S. Mendenhall Observatory	737
B	Bank NA	791
B	OSU Transit service	792
B	Rodeo Arena Activity Center	798
B	Equine Sports Research	800
B	Equine Sports Research Stall Barn	801
B	Equine Sports Research Storage	802
B	Equine Sports Research Force Plate Facility	803
B	Equine Sports Research Treadmill	807
B	Aviation Center	836
B	Richmond Hills	840
B	Venture One	850
B	Michael Morgan Building	851
B	OSU Discovery	920
F	Water Plant	670
F	Feed Mixing Plant	707
F	Feed Mixing Plant Annex	708
R	S-86 West Apts..	173
R	N-103 Williams Apts.	174
R	N-104 Williams Apts.	175
R	S-87 West Apts.	176
R	N-105 Williams Apts.	177

Occupancy Type	Building Name	Building Number
R	Iba Hall	82
R	Brumley Apts.. - Unit E2	120
R	Brumley Apts.. - Unit D4	121
R	Brumley Apts.. - Unit D3	122
R	Brumley Apts.. - Unit E1	123
R	Brumley Apts.. - Unit D1	124
R	Brumley Apts.. - Unit D2	125
R	Village CD	126
R	Village B	127
R	Village A	128
R	Village EF	129
R	S-42 Demaree Apts.	137
R	S-39 Demaree Apts.	139
R	S-41 Demaree Apts.	140
R	S-40 Demaree Apts.	141
R	S-38 Demaree Apts.	142
R	S-36 Demaree Apts.	143
R	S-37 Demaree Apts.	148
R	N-20 Prosser Apts.	149
R	N-25 Prosser Apts.	150
R	N-26 Prosser Apts.	151
R	N-28 Prosser Apts.	156
R	N-23 Prosser Apts.	157
R	N-22 Prosser Apts.	158
R	N-27 Prosser Apts.	159
R	N-24 Prosser Apts.	160
R	N-17 Prosser Apts.	161
R	N-16 Prosser Apts.	162
R	N-21 Prosser Apts.	163
R	N-18 Prosser Apts.	164
R	N-15 Williams Apts.	165
R	N-14 Williams Apts.	166
R	N-13 Williams Apts.	167
R	N-12 Prosser Apts.	168
R	N-19 Prosser Apts.	169
R	N-101 Williams Apts.	170
R	N-102 Williams Apts.	171

Occupancy Type	Building Name	Building Number
R	S-92 Stevens Apts.	178
R	S-88 West Apts.	179
R	S-91 Stevens Apts.	180
R	S-89 West Apts.	181
R	S-90 Stevens Apts.	182
R	S-75 South Apts.	183
R	S-80 West Apts.	184
R	S-81 West Apts.	185
R	S-74 South Apts.	186
R	S-73 South Apts.	187
R	S-82 West Apts.	188
R	S-83 West Apts.	189
R	S-84 West Apts.	190
R	S-72 South Apts.	191
R	S-71 South Apts.	192
R	S-70 South Apts.	193
R	S-76 South Apts.	194
R	Mc Pherson Hall	245
R	Payne Ellis	246
R	Carreker West	247
R	Carreker East	248
R	Morsani Smith	249
R	Sitlington	250
R	Griffith Center	251
R	Young Hall	252
R	Davis Hall	253
R	Bost Hall	254
R	Zinc Allen	255
R	Patillo Community Center	256
R	Peterson-Friend	257
R	Kamm	258
R	Patchin Jones	259
R	Booker Stinchcomb	261
R	University Commons West	264
R	University Commons North	265
R	University Commons South	266
R	Helms Hall	663A

Occupancy Type	Building Name	Building Number
R	S-85 West Apts.	172
S	Upholstery Shop	88
S	Fire Pub Warehouse	117
S	Library Auxiliary	133
S	Construction Technology Area Storage	228
S	FM Warehouse #1	238
S	FM Warehouse #2	241
S	FM Warehouse #3	242
S	FM Warehouse #4	243
S	Wentz Lane Parking	263
S	4St Parking Garage	270
S	Cross Country Storage	273
U	Indoor Hitting	48
U	FM Horticulture	225
U	North Intramural Soccer Restroom and Shelter	315
U	Drying and Weighing Lab - Agronomy	602
U	Storage Shed - Agronomy	603
U	Weeds Lab	604
U	Weeds Lab greenhouse	605
U	Barn B -Agronomy	609
U	Barn A - Agronomy	610
U	Agronomy Lab	611
U	Weed Annex - Agronomy	612
U	Seed Center - Agronomy	614
U	Seed and Fertilizer - Agronomy	615
U	Small Grains greenhouse	617
U	Wheat Research - Agronomy	618
U	Weed Science - Agronomy	619

Occupancy Type	Building Name	Building Number
S	Monroe St Garage	285
S	North Intramural Soccer Storage	315A
S	Western Rd Storage	325
S	Central Dining	656
S	Equine Center Trailer Storage	665A
S	Entomological Livestock Research Equipment Storage	683F
S	Plant Pathology Area Machine Storage	690
S	Feed Mill Storage - Beef Cattle Area	707A
S	Library Annex	790
S	OSU Aviation Hangar	835
S	Maintenance Hangar	837
U	Boat Storage	667A
U	Machine Shed - Animal Science Farm	675
U	Boar Stud Collection Barn	676
U	Farm Shop ANSCI	682
U	Willard Sparks Beef Research Center	684
U	Plant and Soil Handling	687
U	Plant Pathology Research Greenhouse	689
U	Nursery Barn	692
U	Turf Research Building	693
U	Plant Pathology Lab	698
U	Nutrition -Physiology Lab Annex	700
U	Animal Nutrition and Physiology Center	701A
U	Wheat Pasture Research	706A
U	Oklahoma Foundation Seed Stocks Equipment Storage	709B
U	Oklahoma Foundation Seed Stocks Seed Cleaning	709C
U	South Range Headquarters	716



DEPARTMENT OF
**ENVIRONMENTAL
 HEALTH AND SAFETY**

1202 W. Farm Road, Suite 002
 Stillwater, OK 74078
 O | (405) 744-7241
 F | (405) 744-7148
 ehs.okstate.edu

To: Facility manager/Zone manger

Date

Re: Fire and Life Safety Review of Bldg name (bldg. number)

Reviewed by: Name, Fire and Life Safety Specialist

On **DATE**, Environmental Health and Safety performed a Fire and Life Safety Review of **LOCATION**. The tables below provide detailed information concerning deficiencies found during this review. *Immediate deficiencies are in italics and should be corrected first.*

Description of Deficiency	Action(s) Required	Action Completion Date	Corrected By	Date Corrected

Please return this copy by e-mail, fax or campus mail to Fire and Life Safety, 002 University Health Services, 744-7148 (fax), or fls@okstate.edu by the action completion date in the table above. Please contact me regarding questions or concerns about deficiencies or correction dates.

Attachments:

1. Pictures
2. Fire and Life Safety Review Form

Fire and Life Safety Review Form

Exits/Egress

1. Doors shall swing in the direction of egress travel where serving and occupancy load of 50 or more. IFC 1010.1.2.1

Compliant

Non-Compliant

2. Egress shall be readily openable from the egress side without the use of a key or special knowledge or effort. IFC 1010.0

Compliant

Non-Compliant

3. Each door shall be readily openable from an A-1 occupancy having an occupancy load of 50 or more shall not be provided with a latch or lock unless it is panic hardware or fire exit hardware.

Complaint

Non-Compliant

4. The means of egress serving a room or space shall be illuminated at all times that the room or space is occupied. IFC 1008.2

Compliant

Non-Compliant

5. Exit signs shall be internally or externally illumined at all times. IFC 1013.3

Compliant

Non-Compliant

6. Manually operated flush bolts on exit doors are not permitted IFC1010.1.9.4

Compliant

Non-Compliant

7. In the event of power supply failure in rooms and spaces that require two or more means of egress shall automatically illuminate in the following areas: aisles, corridors, exit access stairways and ramps. IFC 1008.3

Compliant

Non-Compliant

8. The width or required capacity of a means of egress system shall not be diminished along the path of egress. 1003.6

Compliant

Non-Compliant

16. Hold-open devices and automatic door closers, where provided, shall be maintained. If fire doors are out of service the door shall remain in the closed position. IFC 703.2.2

Compliant Non-Compliant

17. Required type I commercial kitchen exhaust hood and duct systems shall be protected by an approved automatic fire-extinguisher system. IFC904.2.2

Compliant Non-Compliant N/A

18. Automatic fire extinguishing systems for commercial cooking equipment shall be serviced at least every 6 months and after activation of the system. Inspection shall be by qualified individuals, and a certificate of inspection shall be forwarded to EHS upon completion. IFC 904.12.6.2

Compliant Non-Compliant N/A

19. Commercial Kitchen Hoods shall be cleaned in these frequencies:

TYPE OF COOKING OPERATIONS	FREQUENCY CLEANING
High-volume cooking operations such as 24-hour cooking, charbroiling or wok cooking	3 months
Cooking operations utilizing solid fuel-burning cooking appliances	1 month
All other cooking operations	6 months

Is commercial cooking hood clean and free of grease accumulation? IFC 609.3.3.1

Compliant Non-Compliant N/A

20. Fire detection, alarm and extinguishing systems shall be maintained in an operative condition at all times. IFC901.6

Compliant Non-Compliant

21. Painted sprinkler heads or cover plates are prohibited unless painted at the factory. They cannot be cleaned of paint. They must be replaced. IFC 901.4

Compliant Non-Compliant N/A

22. Records of all system inspections, tests and maintenance shall be maintained on the premises for a minimum of 3 years and made available to EHS upon request. IFC901.6.2

Compliant Non-Compliant

40. Electrical Panel Box, A working space of not less than 30" in width, 36" in depth and 78" in height shall be provided in front of electrical service equipment (panel). Where electrical service equipment is wider than 30", the working space shall not be less than the width of the equipment. IFC 605.3

Compliant

Non-Compliant

41. Open junction boxes and open wiring splices shall be prohibited. Approved covers shall be provided for all switch and outlet boxes. Electrical motors shall be maintained free from excessive accumulations of oil, dirt, waste and debris. IFC 605.6

Compliant

Non-Compliant

42. Temporary wiring for electrical power and lighting installations is allowed for a period not to exceed 90 days. IFC 605.9

Compliant

Non-Compliant

43. Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. IFC 605.10.2

Compliant

Non-Compliant

44. Extension cords. Portable, electric space heaters shall not be plugged into extension cords. IFC 605.10.3

Compliant

Non-Compliant

45. Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. IFC 605.10.4

Compliant

Non-Compliant

46. Existing stairways shall be marked with stairway floor number signs in accordance with. IFC 1104.24

Compliant

Non-Compliant

47. Shelf storage of flammable and combustible liquids shall be orderly. IFC 5704.3.3.5.3

Compliant

Non-Compliant

48. The required fire-resistance ceiling panels shall be properly repaired, restored or replaced where damaged, altered, breached or penetrated. IFC 703.1

Compliant Non-Compliant

49. The storage or use of portable outdoor gas-fired heating appliances is prohibited inside of any occupancy when connected to the fuel gas container, inside of tents, canopies and membrane structures, or on exterior balconies, except when allowed in IFC 603.4.2.1.1

Compliant Non-Compliant

50. Idle Gas cylinders shall be stored outside of buildings in accordance with (Table 6109.12) IFC 6109.12

Compliant Non-Compliant N/A

51. Gas cylinders shall be secured to resist movement. Securing of compressed gas containers, cylinders and tanks shall be by one of the following methods:

- Securing containers, cylinders and tanks to a fixed object with one or more restraints.
- Securing containers, cylinders and tanks on a cart or other mobile device designed for the movement of compressed gas containers, cylinders or tanks.
- Securing of compressed gas containers, cylinders and tanks to or within a rack, framework, cabinet or similar assembly designed for such use. IFC 3505.1 & 5303.5.3

Compliant Non-Compliant N/A

Action	Yes	No	Issue
Assessment referred to Laboratory Safety			
Assessment referred to Occupational Safety			
Assessment referred to Environmental Compliance			

Non-compliant items shall be corrected by: _____

If you have questions or concerns regarding this report please contact EHS at 405-744-7241.

Fire & Life Safety Specialist: _____

Email: _____

Building Representative: _____

Email: _____
