

Computer center inspection checklist

Date inspected:		Inspected by:		
Computer room location (specify floor, building):				
Item	Yes	No	Comments, deficiencies and action required	Date corrected
Is the computer room protected from hazardous processes or severe exterior exposure?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the computer room separated from other parts of the building by one-hour fire walls and class B fire doors?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the computer room outfitted with sprinklers?	<input type="checkbox"/>	<input type="checkbox"/>		
Are floors raised for noncombustible cables to avoid combustible, concealed space and to reduce fire load?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the material and equipment permitted in computer room only actual electronic equipment?	<input type="checkbox"/>	<input type="checkbox"/>		
Is all furniture in the computer room all metal (including waste containers)?	<input type="checkbox"/>	<input type="checkbox"/>		
Is paper stock in the computer room limited to a one-day supply and stored in totally enclosed metal cabinets?	<input type="checkbox"/>	<input type="checkbox"/>		
Have automated fire or smoke detectors – heat, smoke or ionization – been installed:				
▪ Beneath raised floor	<input type="checkbox"/>	<input type="checkbox"/>		
▪ Computer room	<input type="checkbox"/>	<input type="checkbox"/>		
▪ Tape storage room	<input type="checkbox"/>	<input type="checkbox"/>		

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Have portable fire extinguishers, including adequate class A for ordinary combustibles, been installed?	<input type="checkbox"/>	<input type="checkbox"/>		
Have portable fire extinguishers, including HFC-227 heptafluoropropane, Inergen or adequate CO2, been installed? (If Type II equipment, there should be one-half pound of CO2 for each cubic foot of cabinet.)	<input type="checkbox"/>	<input type="checkbox"/>		
Have automatic CO, HFC-227 heptafluoropropane or Inergen extinguishing systems – including room-flooding or spot equipment protection systems – been installed?	<input type="checkbox"/>	<input type="checkbox"/>		
Are personnel trained in the use of firefighting equipment and emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>		
Are irreplaceable tapes duplicated, and is the copy stored in a separate building?	<input type="checkbox"/>	<input type="checkbox"/>		
Are irreplaceable tapes and difficult or expensive to reproduce tapes and records within computer room stored in one-hour fire-resistive record containers?	<input type="checkbox"/>	<input type="checkbox"/>		
Are other tapes within computer room in metal files or cabinets?	<input type="checkbox"/>	<input type="checkbox"/>		
Are tapes and records outside the computer room stored in a cutoff fire-resistive room with at least a two-hour rating?	<input type="checkbox"/>	<input type="checkbox"/>		
Has all unnecessary material been removed from the computer room?	<input type="checkbox"/>	<input type="checkbox"/>		
Are there separate air conditioning systems for computer room? Are fire dampers or smoke detectors provided?	<input type="checkbox"/>	<input type="checkbox"/>		
Is there an emergency shutoff next to each exit from computer room to readily disconnect power to all electronic equipment and to the air conditioning system?	<input type="checkbox"/>	<input type="checkbox"/>		