

## Fire Prevention and Safety Checklist

Location \_\_\_\_\_

Date of Inspection \_\_\_\_\_ Inspected By \_\_\_\_\_

\* Denotes a critical end-of-shift checklist item to help prevent fires starting when the premises is unoccupied.

### Housekeeping and Maintenance

- Smoking areas designated and used; No Smoking signs posted in hazardous areas . . . . .  Yes  No
- Trash removed regularly (daily is recommended) . . . . .  Yes  No
- Combustible inventory and materials stored away from building . . . . .  Yes  No
- All electrical plugs, power strips, switches, and cords meet code and are in good repair . . . . .  Yes  No
- Cords don't run across doorways or under carpets or mats where they may be stepped on or crushed . .  Yes  No
- No "daisy chained" power strips or excessive use of extension cords . . . . .  Yes  No
- Malfunctioning electrical equipment reported immediately or removed from service . . . . .  Yes  No
- All work stations and areas kept clean and neat . . . . .  Yes  No
- Inventory and other materials are properly stacked so they will not tip or fall . . . . .  Yes  No
- Heat-producing equipment or appliances properly used and maintained (furnace, boiler, waste water, evaporator, etc.) . . . . .  Yes  No
- Equipment cleaned to prevent residue build-up (spray painting, cooking, etc.) . . . . .  Yes  No
- \* Combustible materials stored away from heat producing appliances and equipment . . . . .  Yes  No
- \* Space heaters turned off at night . . . . .  Yes  No
- \* All non-essential electrical appliances turned off at night (e.g., coffee pots) . . . . .  Yes  No
- \* Electrical equipment turned off when not in use . . . . .  Yes  No
- \* Flammable liquids safely stored in approved containers . . . . .  Yes  No
- \* Rags with oily and/or solvent, paint, or solvent residue properly discarded in approved fire resistant containers with lids. . . . .  Yes  No
- \* Lithium ion batteries removed from charger when fully charged and stored in an area free of combustibles . . . . .  Yes  No
- \* Lithium ion batteries inspected daily and free of defects or damage . . . . .  Yes  No

### Fire and Life Protection Systems

- Fire extinguishers marked and properly charged . . . . .  Yes  No
- Fire drills conducted recently . . . . .  Yes  No
- All occupants have been instructed on evacuation plan . . . . .  Yes  No
- Adequate lighting provided in corridors, exits, and stairwells . . . . .  Yes  No
- Exit signs illuminated as required and kept in working order . . . . .  Yes  No

- Evacuation routes free of obstructions; routes are clearly labeled and posted . . . . .  Yes  No
- Evacuation signs maintained and visible . . . . .  Yes  No
- Fire doors working properly and not blocked . . . . .  Yes  No
- Fire detection and alarm systems tested regularly . . . . .  Yes  No
- Fire sprinkler system is maintained, in working order, and valves locked in the open position . . . . .  Yes  No
- Sprinkler heads free from obstructions . . . . .  Yes  No
- Floor mats provided at entrances, in good condition, and dry . . . . .  Yes  No
- Electrical panel covers closed and 36" clearance maintained . . . . .  Yes  No
- Floors and walking surfaces clean and well maintained . . . . .  Yes  No
- Walking surfaces free of slip and trip hazards, including ice and snow . . . . .  Yes  No
- Stairways and handrails in good condition and free from tripping hazards . . . . .  Yes  No
- GFCI outlet protection provided in kitchen, bathroom, and other potentially wet areas . . . . .  Yes  No
- Chemicals properly labeled, SDS kept on file . . . . .  Yes  No

**Other Hazards Identified:**

**Immediate Action Taken:**

**Sample Form**

F70-722.1A Ed. 09-23

*This sample checklist is provided as a courtesy. It is intended to provide general information and recommendations for risk prevention only and should not be considered legal or other expert advice. Since each business is unique, this sample checklist should be edited to meet your needs. The content herein is not intended to identify all risk exposures and may be subject to rules and regulations in your state. The recommendations included may help reduce the risk of loss, but they are not a guarantee that all or any risk will be eliminated. The material included is not intended to be a substitute for or confirm compliance with any state, federal or local laws or regulations. Qualified counsel should be sought with questions specific to your circumstances and to develop forms and procedures for your business.*

