

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

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

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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.



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