<Enter Company Name>

Standard Fire Prevention and Safety Checklist

<Enter Company Name> has implemented a fire prevention plan, including the checklist below, to help protect you, your fellow employees, and our business from a fire. After all the items have been reviewed on this form, sign and date, and then review the findings with your supervisor to make a plan for any necessary actions.

Location: _____

** 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
- Corridors and exits kept clear at all times ..... ☐ 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
- * Flammable liquids stored away from other combustibles ..... ☐ 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:

Inspected By: _____ Date: _____

Manager: _____ Date: _____

Sample Form F70-722.1 Ed. 09-20	*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.*