

FIRE PREVENTION CHECKLIST

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| 1. Is the address of your property clearly visible and marked in large numbers that can be easily seen from the street? | ☐ Yes ☐ No ☐ N/A |
| 2. Are evacuation routes posted throughout office/facility? | ☐ Yes ☐ No ☐ N/A |
| 3. Are evacuation procedures in place for people with disabilities? | ☐ Yes ☐ No ☐ N/A |
| 4. Are exit(s) clear of obstructions so during an emergency people can exit quickly and safely? | ☐ Yes ☐ No ☐ N/A |
| 5. Is there at least one fire extinguisher within 75 feet travel distance from anywhere in the office/facility? | ☐ Yes ☐ No ☐ N/A |
| 6. Are fire extinguishers mounted in visible and accessible locations? | ☐ Yes ☐ No ☐ N/A |
| 7. Have the fire extinguisher(s) been serviced within the last year? | ☐ Yes ☐ No ☐ N/A |
| 8. Are all exits identified with EXIT signs? | ☐ Yes ☐ No ☐ N/A |
| 9. Do the electrical panels have a 30-inch clearance in front for easy access? | ☐ Yes ☐ No ☐ N/A |
| 10. If quantities of more than five gallons of combustibles/flammables are being stored, are they in noncombustible cabinets or safety cans? | ☐ Yes ☐ No ☐ N/A |
| 11. Are materials stored at least 1½ feet below sprinkler heads or 2 feet below ceilings where no sprinkler system exists? | ☐ Yes ☐ No ☐ N/A |
| 12. If there is emergency lighting, has it been tested to assure that it works? | ☐ Yes ☐ No ☐ N/A |
| 13. Are extension cords used only for temporary wiring? | ☐ Yes ☐ No ☐ N/A |
| 14. Do the electrical receptacles have no more than two items plugged into them? | ☐ Yes ☐ No ☐ N/A |
| 15. Are electrical cords in good repair, no evidence of fraying and no exposed wire? | ☐ Yes ☐ No ☐ N/A |
| 16. If there is a sprinkler system in the building, has it been tested and serviced within the past 12 months? Date of last test: _____ | ☐ Yes ☐ No ☐ N/A |
| 17. If there is a fire alarm system, has the system been tested and serviced within the past 12 months? Date of last test: _____ | ☐ Yes ☐ No ☐ N/A |
| 18. Is the area around the furnace, water heater or any other heat producing appliance clear of combustible materials? | ☐ Yes ☐ No ☐ N/A |
| 19. If the building has a commercial cooking equipment exhaust hood, is it free of grease accumulation and are there filters to remove grease? | ☐ Yes ☐ No ☐ N/A |

20. Is there an automatic extinguishing system above the stove? If yes, has it been serviced in the past six months? Date of last service: _____
☐ Yes ☐ No ☐ N/A
21. Are exhaust fans clean and free of dust, grease and/or fat build up?
☐ Yes ☐ No ☐ N/A
22. Are the areas outside and around the building free of weeds, debris and trash?
☐ Yes ☐ No ☐ N/A
23. Are all garbage containers at least 5 feet away from combustible walls, combustible roofs, windows or door openings?
☐ Yes ☐ No ☐ N/A
24. Are fire drills conducted on a regular basis, with documented evidence of response and evaluation? Date of last drill: _____
☐ Yes ☐ No ☐ N/A
25. Does the fire department have an up-to-date copy of all emergency contacts?
☐ Yes ☐ No ☐ N/A

REFERENCES

The Occupational Safety and Health Administration, www.osha.gov

The U.S. Fire Administration, www.usfa.fema.gov/prevention/workplace-fires/

Eustis Fire Prevention, www.eustis.org/files/assets/public/v/2/fire/docs/fire-prevention/preinspectionchecklist.pdf