

## Fire Safety Inspection Checklist

Performing routine fire safety inspections is an integral part of an effective fire prevention and control plan. The following items can be used as a starting point for a fire safety inspection program:

	Yes	No	N/A
<b>Exterior</b>			
Is the facility's address clearly displayed for emergency response?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there accumulations of combustibile materials in outside areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is fire exposure from adjoining facilities limited by building separation or fire barriers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire hydrants protected from accidental damage and access to them unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all exterior areas of the business property illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exterior doors and windows of the business secured from unauthorized access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are access roads provided for buildings when any point of a building's exterior is located more than 150 ft (45.7 m) from a roadway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the perimeter of the property fenced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Facility Design and Construction</b>			
Are stairway openings, elevator shafts, or other vertical openings kept closed at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are doors to high-hazard areas, such as boiler rooms and flammable liquid storage areas, kept closed or provided with automatic fire-door closers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the building's furnishings and decorations fire-retardant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire doors free from visible damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire doors free from obstructions that would prevent closure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the areas near fire doors free of combustibile material storage that could produce a flash fire (since such a fire could spread through the opening before automatically tripping the fire door)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fusible links of automatic closing mechanisms of fire doors free of paint and other foreign materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the guides and pulleys of automatic closing mechanisms of fire doors free of damage and cables not showing signs of fraying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Yes	No	N/A
<b>Exits, Walkways, Paths, and Aisles</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire exits provided with panic hardware and not locked by chains or padlocks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are means of egress (e.g., aisles to fire exits) clear and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exits, Walkways, Paths, and Aisles (cont.)</b>			
Are at least two fire exits provided for each smoke compartment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are paths to fire protection equipment (e.g., fire alarm control panel) unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the locations of fire exits indicated by clearly visible signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an emergency lighting system provided and tested for all means of egress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Building Services</b>			
Is electrical equipment that is used in wet areas, such as restrooms and outside locations, provided with ground fault protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical cords and connections for appliances inspected before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the electrical system appear to be in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the electrical system adequate to handle the expected loads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical appliances that are used in areas where flammable atmospheres are present listed/approved for such use by a nationally recognized testing laboratory, such as Underwriters Laboratories Inc. (UL)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are air circulation systems designed to automatically shut down in the event of a fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are furnaces and boilers for heating systems located in a separate area that has no openings or return air vent within 10 ft (3 m) of areas where flammable liquids or gases are used or stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are boilers that produce steam for heating provided with a manually operated, emergency shutoff valve for the fuel supply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Suppression Equipment</b>			
Are fire extinguishers fully charged and checked at least monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers conveniently located and readily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have fire extinguishers been inspected in the last year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers appropriate for the types of hazards present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a maintenance and service contract for the sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Yes	No	N/A
Are products, supplies, and equipment that are stored in racks protected by an automatic sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler heads free of obstructions, with no product, storage, or objects (e.g., beams and ducts) closer than 18 in (457 mm) from the bottom of a sprinkler?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Suppression Equipment (cont.)</b>			
Is the fire department notified when service, repair, or maintenance activities will impede the sprinkler system for more than four hours (in a 24-hour period)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Alarms</b>			
Are fire alarm zones (areas) clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a maintenance and service contract for the fire alarm system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the activation of the alarm system cause the release of hold-open devices on smoke compartment doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the alarm system include both manual and automatic initiation devices that provide immediate evacuation notification to the occupants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are smoke detection and fire alarm systems provided for each enclosed room or area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Storage</b>			
Are storage rooms, trash rooms, and similar areas separated from other areas by one-hour fire barriers or protected by automatic sprinklers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are compressed gas cylinders stored in a separate area, away from ignition sources, and secured to prevent tipping and damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are supplies and stock located at least 3 ft (0.9 m) from heating units and ductwork?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the inside storage of flammable or combustible liquids limited so that not more than 120 gal (454 L) of such liquids are stored in any one cabinet and not more than three cabinets are located in the same storage area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the indoor storage of idle wood pallets limited to floor storage not exceeding 6 ft (1.8 m) in height and in stacks (of four pallet groups) separated by at least 8 ft (1.4 m) unless the area is protected by an appropriately designed automatic sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are idle pallets stored flat (i.e., not on edges)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids stored in a protected area that is separated from the rest of the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids stored in containers that are listed/approved for such use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>General</b>			
If smoking is allowed on the premises, is it restricted to certain areas and are smoking and non-smoking areas clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Yes	No	N/A
Are emergency telephone numbers conspicuously posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit doors and exit paths checked on a daily basis to ensure egress during an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>General (cont.)</b>			
Does a designated person remain for 30 minutes after candles have been extinguished to ensure that reignition has not occurred?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the types of powered industrial trucks used suitable for the environment present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are materials handling equipment in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are listed/approved materials handling equipment used in hazardous locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are good housekeeping practices followed, including routine cleaning of dusts over 1/8 in (3.18 mm) in depth from all surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are candles arranged in a manner that will prevent them from tipping over?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is proper bonding and grounding used when flammable liquids are transferred between containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a hot-work permit system required for all cutting, welding, and soldering operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Emergency Planning</b>			
Is there an emergency action plan for the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency evacuation drills conducted at least on a semi-annual basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees assigned to assist with the evacuation of customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are separate signals, such as voice commands, distinct alarms, or flags used to recall employees to return to the building when safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a closed-circuit television (CCTV) system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a guard patrol service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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