



FIRE PREVENTION CHECKLIST

There are many situations in a building that can cause life-safety and/or fire hazards. All occupants of the building should be made aware of these situations.

The building staff, suite wardens and suite monitors should periodically check the surrounding area for such potential hazards. The following fire prevention inspection report may be copied and used.

Housekeeping/Maintenance:

Yes No

- All no smoking regulations are being observed.
- Proper ashtrays and receptacles are being used.
- Combustible waste placed in proper/approved containers.
- Trash/rubbish removal made on a regular basis.
- Flammable liquids safely stored in approved containers.
- Proper/approved ventilation provided in all areas.
- All electrical plugs, switches and cords are legal and in good repair.
- No extension cords or multi-plug adapters from outlets.
- Adequate clearance on sub panels (at least 3 feet).
- Electrical and other devices turned off when not in use.
- No portable heaters.
- No storage in exits, corridors, stairwells, lobbies, etc.
- Stacking boxes and shelves are secured.

Fire/Life Protection Systems:

Yes No

- Adequate lighting in corridors, exits and stairwells.
- EXIT signs illuminated as required.
- Evacuation routes adequately posted.
- Evacuation signs maintained – not defaced or missing.
- Fire doors in operable condition – not wedged or blocked open.
- Corridors and exits maintained, unobstructed.
- Fire sprinkler heads unobstructed.
- Adequate clearance (3 feet) for all fire extinguishers.
- Fire equipment in proper/legal locations, in undamaged condition and properly/regularly tested (see tag).
- Other observations

Report Submitted By: _____
Print Name Sign Name

Date of Inspection: _____ Suite _____