General Fire Safety 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 campaign.

Exterior

	Yes	No	N/A
Is the facility's address clearly displayed?	❏	❏	❏
Are there accumulations of combustible materials in outside areas?	❏	❏	❏
Is fire exposure from adjoining facilities limited by building separation or fire barriers?	❏	❏	❏
Are fire hydrants protected from accidental damage and access to them unobstructed?	❏	❏	❏
Are all exterior areas of the business property illuminated?	❏	❏	❏
Are exterior doors and windows of the business property secured from unauthorized access?	❏	❏	❏
Is the perimeter of the property fenced?	❏	❏	❏

Fire Doors

	Yes	No	N/A
Are fire doors free from visible damage?	❏	❏	❏
Are fire doors free from obstructions that would prevent closure?	❏	❏	❏
Are the areas near fire doors free of combustible material storage that could produce a flash fire (since such a fire could spread through the opening before automatically tripping the door)?	❏	❏	❏
Are fusible links of automatic closing mechanisms of fire doors free of paint and other foreign materials?	❏	❏	❏
Are the guides and pulleys of automatic closing mechanisms of fire doors free of damage and cables not showing signs of fraying?	❏	❏	❏

Fire Suppression Equipment

	Yes	No	N/A
Are fire extinguishers fully charged and checked)?	❏	❏	❏
Are fire extinguishers conveniently located and readily accessible?	❏	❏	❏
Have fire extinguishers been inspected in the last year?	❏	❏	❏
Are fire extinguishers appropriate for the types of hazards present?	❏	❏	❏
Is there a maintenance and service contract for the sprinkler system?	❏	❏	❏
Are products, supplies, and equipment that are stored in racks protected by an automatic sprinkler system?	❏	❏	❏
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?	❏	❏	❏

Fire Alarms

Are fire alarm zones (areas) clearly marked?	❏	❏	❏
Is there a maintenance and service contract for the fire alarm system?	❏	❏	❏
Does the activation of the alarm system cause the release of hold-open devices on smoke compartment doors?	❏	❏	❏
Does the alarm system include both manual and automatic initiation devices that provide immediate evacuation notification to the occupants?	❏	❏	❏

Exits, Walkways, Paths, and Aisles

Are exit doors unlocked when the building is occupied?	❏	❏	❏
Are means of egress (i.e., aisles to fire exits) clear and unobstructed?	❏	❏	❏
Are at least two fire exits provided for each smoke compartment?	❏	❏	❏
Are fire exits provided with panic hardware and not locked, such as by chains and padlocks?	❏	❏	❏
Are paths to fire protection equipment (e.g., fire alarm control panel) unobstructed?	❏	❏	❏

Storage

Are storage rooms, trash rooms, and similar areas separated from other areas by one-hour fire barriers or protected by automatic sprinklers?	❏	❏	❏
Are compressed gas cylinders stored in a separate area, away from ignition sources, and secured to prevent tipping and damage?	❏	❏	❏
Are supplies and stock located at least 3 ft (0.9 m) from heating units and ductwork?	❏	❏	❏
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 located in the same storage area?	❏	❏	❏
Is the indoor storage of idle wood pallets limited to floor storage not exceeding 6 ft (1.8 height and in stacks (of four pallet groups) separated by at least 8 ft (1.4 m), unless the is protected by an appropriately designed automatic sprinkler system?	❏	❏	❏

	Yes	No	N/A
General			
If smoking is allowed on the premises, is it restricted to certain areas and are these non-smoking areas clearly marked?	❑	❑	❑
Are emergency telephone numbers conspicuously posted?	❑	❑	❑
Do employees check the exit doors and exit paths on a daily basis to ensure egress during an emergency?	❑	❑	❑

Contact

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