

FIRE PREVENTION & SAFETY CHECKLIST

Building Safety

		Date Tested or Inspected
	Are portable fire extinguishers available?	
	Are extinguishers serviced/tagged annually? Date last inspected.	
	Is the sprinkler system operable and tested regularly? Date last tested?	
	When was the sprinkler system last tested? (Dam & PSI)	
	Do smoke, heat & other detection alarm systems work? Date last tested?	
	Is the "No Smoking" policy enforced?	
	Are fire doors self-closing? Date last tested.	
	Are combustibles and trash controlled?	
	Are flammables properly stored in cabinets?	
	Is there any evidence of electrical equipment overheating?	
	Is there a smoke/heat detector located near the furnace room?	
	Are chimneys and flues inspected regularly? Date last inspected?	
	Is lightning protection installed on towers, steeples, or spires?	
	Are holiday decorations noncombustible and Underwriters Laboratories (UL) listed?	
	Has a licensed electrician inspected electrical wiring? Date inspected?	
	Does wiring meet code requirements?	
	Is there any evidence of electrical wiring overheating, blown fuses, tripped circuit breakers or worn insulation?	
	Are multiple plug outlets and use of extension cords kept to a minimum?	
	Are portable heating devices UL-listed?	

Kitchen Fire Prevention

	Is the cooking ventilation system equipped with grease filters or extractors?	
	Are cooking filters clean with no grease build-up?	
	Does a dry chemical fire suppression system protect ductwork, cooking surfaces, and each deep fat fryer?	
	Are dry chemical fire suppression systems serviced semi-annually by a licensed contractor and tagged accordingly? Date last serviced?	
	Is the dry chemical fire suppression system linked to a shut-off valve to the fuel supply?	
	Are deep fat fryers equipped with thermostats and high limit temperature control (475° F)?	
	Is there a 10-pound dry chemical fire extinguisher (bicarbonate-based) in the immediate cooking area?	

Fire Safety at Public Gatherings

	Does the building have a wide main entrance that opens outward for easy access?	
	Are outside areas free of debris and exits unobstructed?	
	After entering the building, can you locate at least two exits that are clearly lit?	
	Are all exit paths wide and unobstructed by chairs or furniture?	
	Are heat sources (such as candles burning, cigarettes or cigars burning) controlled?	

NOTES:
