

Fire Prevention Checklist

	Yes	No
INTERIOR		
Fire Doors		
Are fire doors free from obstructions and damage?		
Are areas around the fire doors clear of combustible material storage?		
Are automatic closing mechanisms fully functioning and free from paint and other foreign material?		
Are self-closing door mechanisms free from damage?		
Fire Suppression Equipment		
Are fire extinguishers fully charged and checked monthly?		
Are fire extinguishers readily accessible and not blocked?		
Does a third-party company annually inspect the fire extinguishers and sprinkler suppression systems?		
Are fire extinguishers appropriate for the present hazard types?		
Is there a sprinkler system maintenance and service contract?		
Is the sprinkler suppression system clear and free from obstructions?		
Are products/materials stored on racks protected by an automatic sprinkler system?		
Are sprinkler heads free from obstructions with no products, storage, or objects closer than 18 inches from the bottom of the sprinkler?		
Fire Alarm Systems		
Is there a fire alarm system maintenance and service contract?		
Does alarm system activation cause the release of hold-open devices on fire doors?		
Does the alarm system include both manual and automatic initiation devices that provide immediate evacuation notification to the occupants?		
Exits, Walkways, and Aisles		
Are emergency exits clear and unobstructed?		
Are emergency exits provided with panic hardware and not locked with chains/padlocks?		
Are emergency exit paths unobstructed?		
Storage		
Are storage or trash rooms 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?		
Are supplies and other materials located at least three feet away from heating units and ductwork?		
Is the inside storage of flammable/combustible liquids limited so that no more than 120 gallons are stored in any one cabinet and not more than three cabinets are located in the same storage area?		
Is the indoor storage of wood pallets limited to floor storage, not exceeding six feet in height, and separated by at least eight feet (unless protected by an appropriately-designed automatic sprinkler system)?		
EXTERIOR		
Are combustible material accumulations outside?		
Is fire exposure from adjoining facilities limited by building separation or fire barriers?		
Are fire hydrants unobstructed and protected from damage?		
If smoking is allowed on the premises, is it restricted to certain areas and are non-smoking areas clearly marked?		