

RISK COMMUNIQUÉ

Fire Prevention Checklist

1. Is the address of your property clearly visible and marked in large numbers that can be easily seen from the street? Yes No N/A
2. Are evacuation routes posted throughout office/facility? Yes No N/A
3. Are evacuation procedures in place for persons with disabilities? Yes No N/A
4. Are exit(s) clear of obstructions so during an emergency people can exit quickly and safely? Yes No N/A
5. Is there at least one fire extinguisher within 75 feet travel distance from anywhere in the office/facility? Yes No N/A
6. Are fire extinguishers mounted in visible and accessible locations? Yes No N/A
7. Have the fire extinguisher(s) been serviced within the last year? Yes No N/A
8. Are all exits identified with EXIT signs? Yes No N/A
9. Do the electrical panels have a 30-inch clearance in front for easy access? Yes No N/A
10. If quantities of more than five gallons of combustibles/flammables are being stored, are they in noncombustible cabinets or safety cans? Yes No N/A
11. Are materials stored at least 1½ feet below sprinkler heads or 2 feet below ceilings where no sprinkler system exists? Yes No N/A
12. If there is emergency lighting, has it been tested to assure that it works? Yes No N/A
13. Are extension cords used only for temporary wiring? Yes No N/A
14. Do the electrical receptacles have no more than two items plugged into them? Yes No N/A
15. Are electrical cords in good repair, no evidence of fraying and no exposed wire? Yes No N/A
16. If there is a sprinkler system in the building, has it been tested and serviced within the past 12 months? Date of last test: _____ Yes No N/A

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17. If there is a fire alarm system, has the system been tested and serviced within the past 12 months? Date of last test: _____ Yes No N/A
18. Is the area around the furnace, water heater or any other heat producing appliance clear of combustible materials? Yes No N/A
19. If the building has a commercial cooking equipment exhaust hood, is it free of grease accumulation and are there filters to remove grease? Yes No N/A
20. Is there an automatic extinguishing system above the stove?
If yes, has it been serviced in the past six months?
Date of last service: _____ Yes No N/A
 Yes No N/A
21. Are exhaust fans clean and free of dust, grease and/or fat build up? Yes No N/A
22. Are the areas outside and around the building free of weeds, debris and trash? Yes No N/A
23. Are all garbage containers at least 5 feet away from combustible walls, combustible roofs, windows or door openings? Yes No N/A
24. Are fire drills conducted on a regular basis, with documented evidence of response and evaluation? Date of last drill: _____ Yes No N/A
25. Does the fire department have an up-to-date copy of all emergency contacts? Yes No N/A

This checklist has been compiled from the following sources:

- The Occupational Safety and Health Administration, www.osha.gov
- The U.S. Fire Administration, www.usfa.fema.gov/fireservice/
- Eustis Fire Prevention, www.eustis.org.