

## FIRE SAFETY CHECKLIST

= Yes or satisfactory     = No or unsatisfactory

- Is scrap, trash, waste and other refuse disposed of in containers and dumpsters?
- Are flammable and combustible liquids and other hazardous materials kept in safety cans or other closed containers and stored in minimum quantities?
- Are flammable and combustible liquids containers checked for leaks, including merchandise for sale?
- Are heating appliances and equipment in good condition and clear of all combustible material?
- Is welding, torch use or other "hot work" restricted to designated areas and service/maintenance welding/cutting done only after area prepared and inspected?
- Are electrical wiring and fixtures in good condition, with properly sized fuses or circuit breakers?
- Are electrical extension cords only in temporary use and protected against damage?
- Are all exits and door alarms in proper working order (physically test door for alarm and for ability of door to fully open)?
- Are exit signs and other lighting in working order?
- Are portable fire extinguishers:
  - Of proper type and mounted in conspicuous places?
  - Serviced annually and tagged with date of service?
  - Inspected and initialed monthly?
- Are "No Smoking" signs posted and enforced?
- Are fire doors clear of obstructions and operable?
- Are hose stations properly equipped: hose, spanner wrenches, and hydrant wrenches, if required?
- Are automatic fire sprinkler system heads free of obstructions - merchandise no closer than eighteen inches below the sprinkler head?
- Are all indoor and outdoor automatic fire sprinkler shut-off valves open (check visually)?

The information in this document was obtained from sources we believe to be reliable, but the document does not address every acceptable or possible safety procedure or regulation applicable to your business. Abnormal or unusual situations may warrant development of different or additional procedures. Keep in mind that we cannot and do not in any way undertake to provide you with legal advice, any assurance of regulatory compliance, nor to assume your legal obligations to your employees or others. Those things remain your responsibilities.