

Fire and Life Safety Compliance Checklist

A. Exits

Door/Aisle is not obstructed.
Proper lock/hardware on exit door (no flush bolts, hasps, etc.)
Exit door opens easily.
Sign over door "This door to remain unlocked during business hours", if main entrance door is equipped with a double keyed deadbolt.
Illuminated exit signs maintained in working order.
Clear access around building maintained.
Evacuation plans known by all employees.
Doors with panic hardware shall have no other locking devices.

B. Extinguishers/Fire Protection Equipment

Extinguisher(s) installed as required.
Extinguisher has been serviced within the past year and new service tag has been attached.
Extinguisher not obstructed.
Fire extinguisher top does not exceed 5' from floor as mounted.
Hood extinguishing system 6-mo. Service completed.
Fire alarm system in proper working order (records are kept).
18" clearance between storage and sprinkler head.

C. Electrical

No extension cords in use in place of permanent wiring.
There are no spliced or frayed cords/wires.
Spacer(s) in electrical panel gap(s) provided.
No broken or faulty switch/outlets.
No exposed wire not in conduit.
No missing/broken electrical cover plate(s).
Electrical panel is not overloaded/obstructed.
No multi-plug adapters in use, other than approved power taps.
Circuit breakers are labeled.
Electrical cords do not extend through walls, ceilings, floors, under doors, or floor coverings.

D. Appliances/Mechanical Devices

No propane being used in building.
All appliances are properly vented.

E. Storage/Combustible Material/Housekeeping

No combustible material stored near ignition source.
Storage of oily rags in non-combustible container w/lid.
Flammable liquid properly stored.
"No Smoking" signs installed as required.
No accumulation of combustible material.
Compressed gas cylinders secured.
Area around building free of combustible material (weeds, trash, boxes, etc.).

F. Miscellaneous

Street address posted with minimum 3" numbers with contrasting background, visible from street.