## **Fire Safety Checklist**



Fire Protection	On-Hand	Needed	Product #
Smoke Detectors			
Carbon Monoxide (CO) Detectors			
Combo Smoke/CO Detectors			
Detector Batteries			
Emergency Light Fixtures			
Exit Light Fixtures			
Emergency Light Batteries			
Fire Alarms			
Fire Extinguishers			
Fire Extinguisher Cabinets			
Flammable Liquid			
Safety Gas Cans			
Fire Prevention	On-Hand	Needed	Product #
Stovetop Fire Suppressors			
Fire Block Sealants			
Ash & Cigarette Receptacles			
Smoke Alarm Testers			
Gas Leak Detectors			
Fire Cleanup	On-Hand	Needed	Product #
Carpet Cleaners			
Carpet Extractors			
Carpet Dryers			
Odor Neutralizers			
Primer/Sealers			

## Preparing for a Fire Safety Inspection

- **1.** Collect copies of previous inspection reports
- **2.** Collect proof of system service and inspections
- **3.** Make appointments for any outstanding safety and heat systems maintenance
- **4.** Protect special hazards
- **5.** Clear hallways and stairwells
- **6.** Store flammable and combustible materials properly

- **7.** Store incompatible chemicals separately
- **8.** Ensure quick and easy entry for the fire department
- **9.** Make sure the fire department can access water
- 10. Label and maintain electrical system components
- **11.** Use extension cords appropriately

- **12.** Ensure computers have power strips with surge protectors
- **13.** Test exit signs and directional lighting
- **14.** Assess fire extinguisher locations
- **15.** Assess sprinkler head clearance
- **16.** Post any required signage



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Source: www.telgian.com/preparing-fire-inspection

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