



FIRE PREVENTION AND SAFETY CHECKLIST



- Smoking areas designated and used.
- 'No Smoking' signs posted in hazardous areas.
- Trash removed regularly (recommended daily).
- Combustible inventory and materials stored away from building.
- All electrical plugs, power strips, switches, and cords meet code and are in good condition.
- Cords not running across doorways or under carpets or mats where they can be tripping hazards or damaged.
- Malfunctioning electrical equipment reported immediately or removed from service.
- All work stations and areas kept clean and neat.
- Inventory and other materials properly stacked.
- Corridors and exits kept clear at all times.
- Equipment cleaned to prevent residue build-up.
- Rags with oily and/or solvent, paint, or solvent residue properly discarded in approved fire-resistant containers with lids.
- Exit Signs illuminated as required and kept in working order.
- Fire doors working properly and not blocked.