

FIRE PREVENTION CHECKLIST FOR ADMINISTRATION/BUSINESS OCCUPANCIES

Building No.: _____ Installation: _____ Date: _____	Yes	No
1. Has a building fire warden been appointed by orders and a copy been forwarded to the Fire & Emergency Services?	—	—
2. Are emergency phone numbers posted at all official telephones?	—	—
3. Are hallways and stairs free of obstructions, attics and concealed spaces or areas near heating appliances free of combustibles?	—	—
4. Are trash containers made of noncombustible material and disposed of regularly?	—	—
5. Are fire extinguishers visually inspected and operating instructions attached?	—	—
6. Do all electrical fixtures and appliances appear to be in a safe condition and extension cords not overloaded?	—	—
7. Are coffee making appliances located on a noncombustible base and unplugged if not in use?	—	—
8. Are exit lights and emergency illumination operational of obstructions?	—	—
9. Are exits and exit doors free of obstructions and unlocked during hours of operation?	—	—
10. Is the building fire alarm system operational?	—	—
11. Are up-to-date fire plans posted?	—	—
12. Are transformers and switchable extension cords unplugged or switched off if attached equipment is not in use and at the end of each day?	—	—
13. Are daily closing fire inspections conducted and recorded?	—	—

Instructions: Complete the checklist monthly for each building. Maintain in file for one year. Corrective actions should be noted on reverse side. Submit one copy to the Installation Fire Marshal.

Printed name, rank and signature of inspecting person:
