

## FIRE PREVENTION CHECKLIST FOR PUBLIC ASSEMBLY PLACES

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 employees trained and instructed in evacuation/emergency procedures, and handling fire extinguishers as well as reporting a fire?	—	—			
3. Are exit doors unlocked, provided with operable panic hardware and are exits, exit access and exit discharge free of obstructions?	—	—			
4. Are emergency phone numbers posted at all official telephones?	—	—			
5. Are installed fire extinguishers visually inspected and operating instructions attached?	—	—			
6. Are waste containers made of noncombustible material and kept covered?	—	—			
7. Are curtains and combustibles installed so that they will not come in contact with heating appliances and are they treated to be flame retardant?	—	—			
8. Is exit and emergency illumination in operable condition?	—	—			
9. Do all electrical appliances appear to be in safe condition (extension cords not overloaded)?	—	—			
10. Are daily closing time inspections performed 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:

---