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Work Area Fire Safety Inspection Checklist

This form is a tool to determine if your work area is fire safe. As with any tool, it is only as effective as the user wants it to be. If the condition is considered to be satisfactory, check the "S"; if it is not applicable, check the "NA"; if it is unsatisfactory, check the "U". Unsatisfactory conditions should be corrected as soon as possible in order to maintain the highest degree of safety.

Building/Area:	Inspected by:	Date:
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Areas to be inspected	S	U	NA
HOUSEKEEPING			
1. Combustibles kept to a minimum?	___	___	___
2. Combustible trash removed on regular schedule?	___	___	___
3. Oily rags kept in metal containers with lids?	___	___	___
SMOKING			
1. Smoking areas are free of combustibles?	___	___	___
2. Adequate cigarette disposal provided in smoking areas?	___	___	___
ELECTRICAL			
1. Extension cords are not used in place of permanent wiring?	___	___	___
2. Surge suppressor used for computer circuits?	___	___	___
3. Electrical lights clear of combustible materials?	___	___	___
4. Circuits are not being overloaded with multiple appliances?	___	___	___
5. Combustibles are not stored in front of electrical panels?	___	___	___
6. Emergency lights operate and are positioned correctly?	___	___	___
HEATING			
1. Heating units have ample clearance for combustibles?	___	___	___
2. Heating units have been serviced?	___	___	___
3. Portable heaters are UL listed?	___	___	___
FIRE PROTECTION			
1. Sprinkler system control valve(s) are in the open position?	___	___	___
2. Fire hydrant access is clear and unobstructed?	___	___	___
3. Sprinkler heads have a min. 18" clearance to storage?	___	___	___
4. Fire extinguishers accessible and visible, access not blocked and location marked?	___	___	___
5. Fire extinguishers are checked monthly?	___	___	___
6. Fire doors are free of obstructions and close and latch?	___	___	___
7. Fire alarm pull stations visible?	___	___	___
EXITS			
1. All emergency exits clear?	___	___	___
2. Fire exits adequately marked?	___	___	___
3. Fire drills are performed?	___	___	___
4. Evacuation plan and staging area posted?	___	___	___

COMMENTS:

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