

Fire Safety Checklist for your Business

Means of Egress	Yes	No	N/A
Are exits and exit paths unobstructed and clear to the outside?			
Are exit signs approved, illuminated, and battery backup functional?			
Do emergency lights operate when tested?			
Does door/panic hardware work properly?			
Fire Extinguishers	Yes	No	N/A
Are fire extinguishers in the proper location?			
Are extinguishers fully charged with a current annual inspection tag?			
Electrical	Yes	No	N/A
Are panel covers mounted and secured?			
Are breakers clearly marked?			
Are spaces between breakers properly enclosed (no tape)?			
Is there 36" of clear space in front of panel boxes?			
Are outlet/switch covers in place and undamaged?			
Are extension cords used properly (direct to outlet, no splices/damage)?			
Are cords not affixed to structures, run through walls/doors, or under floor coverings?			
Fire Alarm System	Yes	No	N/A
Has the system been inspected/tested within the past 12 months?			
Is the FACP operational (system normal, no troubles)?			
Are service logs, system plans, and manuals present/current?			
Is the FACP door properly labeled with 3" minimum letters?			
Sprinkler / Standpipe System	Yes	No	N/A
Has the system been inspected and tested within the past 12 months?			
Are inspection tags present?			
Are all valves labeled, open, and accessible?			
Do all gauges show pressure?			
Are sprinkler heads unpainted, unobstructed, and have a minimum of 18" clearance?			
Are spare sprinkler heads (minimum of 6) and a sprinkler head wrench present?			
Has the fire pump (if equipped) been inspected/tested with maintenance records present?			

Storage	Yes	No	N/A
Are mechanical/electrical rooms free of storage and debris?			
Are combustibles properly stored (2 ft from ceiling, 3 ft from heat sources)?			
Are flammable liquids properly stored?			
Cooking Equipment	Yes	No	N/A
Have fire suppression systems been serviced/inspected within the last year?			
Have hood systems been professionally cleaned?			
Are all cooking appliances under the hood properly protected?			
Is a Class K extinguisher within 30 ft of the cooking area, inspected and tagged?			
Fire Department Access	Yes	No	N/A
Is the FDC painted, visible, accessible, and properly signed?			
Are backflow (OS&Y) valves locked in the open position?			
Are access roads free of low-hanging vegetation (min. 15 ft)?			
Are keys marked and current in the Knox Box?			