

LOSS CONTROL DATA GUIDE

General Fire-Safety Checklist

Performing routine fire safety inspections are an integral part of an effective fire prevention and control plan. The following items can be used as a starting point for a fire safety inspection campaign.

Exterior

	Yes	No	N/A
Is the facility's address clearly displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there accumulations of combustible materials in outside areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is fire exposure from adjoining facilities limited by building separation or fire barriers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire hydrants protected from accidental damage and is access to them unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all exterior areas of the business property illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exterior doors and windows of the business property secured from unauthorized access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the perimeter of the property fenced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fire Doors

Are fire doors free from visible damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire doors free from obstructions that would prevent closure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the areas near fire doors free of combustible material storage that could produce a flash fire (since such a fire could spread through the opening before automatically tripping the door)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fusible links of automatic closing mechanisms of fire doors free of paint and other foreign materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the guides and pulleys of automatic closing mechanisms of fire doors free of damage and cables not showing signs of fraying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fire Suppression Equipment

Are fire extinguishers fully charged and checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers conveniently located and readily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have fire extinguishers been inspected in the last year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers appropriate for the types of hazards present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a maintenance and service contract for the sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are products, supplies and equipment that are stored in racks protected by an automatic sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler heads free of obstructions, with no product, storage, or objects (e.g., beams and ducts) closer than 18 in (457 mm) from the bottom of a sprinkler?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fire Alarms

	Yes	No	N/A
Are fire alarm zones (areas) clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a maintenance and service contract for the fire alarm system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the activation of the alarm system cause the release of hold-open devices on smoke compartment doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the alarm system include both manual and automatic initiation devices that provide immediate evacuation notification to the occupants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exits, Walkways, Paths, and Aisles

Are exit doors unlocked when the building is occupied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are means of egress (i.e., aisles to fire exits) clear and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are at least two fire exits provided for each smoke compartment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire exits provided with panic hardware and not locked, such as by chains and padlocks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are paths to fire protection equipment (e.g., fire alarm control panel) unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Storage

Are storage rooms, trash rooms and similar areas separated from other areas by one-hour fire barriers or protected by automatic sprinklers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are compressed gas cylinders stored in a separate area, away from ignition sources, and secured to prevent tipping and damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are supplies and stock located at least 3 ft (0.9 m) from heating units and ductwork?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the inside storage of flammable or combustible liquids limited so that not more than 120 gal (454 L) of such liquids are stored in any one cabinet, and not more than three cabinets located in the same storage area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the indoor storage of idle wood pallets limited to floor storage not exceeding 6 ft (1.8 m) in height, and in stacks (of four pallet groups) separated by at least 8 ft (1.4 m), unless the area is protected by an appropriately designed automatic sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General

If smoking is allowed on the premises, is it restricted to certain areas and are these non-smoking areas clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency telephone numbers conspicuously posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees check the exit doors and exit paths on a daily basis to ensure egress during an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>