

Fire Safety Checklist

Fire Protection	
Smoke Alarms	
Carbon Monoxide (CO) Alarms	
Combo Smoke/CO Alarms	
Replacement Batteries (9V, AA)	
Emergency Light Fixtures	
Exit Light Fixtures	
Emergency Light Batteries	
Fire Alarms	
Fire Extinguishers	
Fire Extinguisher Cabinets	
Safety Gas Cans	

Fire Prevention	
StoveTop Fire Suppressors	
Fire Block Sealants	
Ash and Cigarette Receptacles	
Smoke Alarm Testers	
Gas Leak Alarms	
Fire Cleanup	
Carpet Cleaners	
Carpet Extractors	
Carpet Dryers	
Odor Neutralizers	
Primers/Sealers	

Preparing for a Fire Safety Inspection

1. Collect prior system service and inspection reports
2. Make appointments for any outstanding safety and heat systems maintenance
3. Protect special hazards
4. Clear hallways and stairwells of obstructions
5. Store flammable and combustible materials properly
6. Store incompatible chemicals separately
7. Ensure clear access to firefighting equipment and resources
8. Label and maintain electrical system components
9. Ensure extension cords are maintained and do not pose a tripping hazard
10. Ensure computers have power strips with surge protectors
11. Test exit signs and directional lighting
12. Assess fire extinguisher locations and ensure they are charged and inspected regularly
13. Assess sprinkler head clearance
14. Post any required signage
15. Create detailed fire emergency plan
16. Display fire evacuation routes clearly in required areas
17. Test smoke/CO alarms monthly and replace batteries annually
18. Consult state and local code authorities to ensure compliance with fire safety regulations.



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