

Business Fire Safety Checklist

How safe is your business? Find out by taking this quick survey.

- Are fire extinguishers up to date?** (Should have a date stamped that is less than a year old)
- Are fire extinguishers mounted properly and free of obstructions?**
(Should be between 4 and 60" from floor and nothing within a 36" radius of the extinguisher)
- Is the hood system inspected and up to date?**
(Required to be inspected twice a year - date tag should be less than 6 month old)
- Are sprinkler heads free from obstruction?**
(Storage should not to be within 18" of the head and nothing hanging from the head)
- Are fire doors properly working and free from obstruction?**
(They are not permitted to be propped open by wedges or any other temporary device)
- Are rolling fire door/shutters tested annually?** (They are required to be drop tested once a year)
- Do you have an adequate number of fire extinguishers?**
(They should be placed so travel distance does not exceed 75 feet or where there is a significant hazardous area to protect such as kitchens)
- Are exit doors clearly marked, illuminated and free from obstruction?**
(They are required to be identified with signs that are internally or externally illuminated)
- Are all exit doors unlocked?**
- Are all exits well lit?**
- Are all electrical plates and outlets free from exposed wiring?**
(Cover plates are required, no open junction boxes are permitted)
- Are extension cords used properly?**
(They are for temporary purposes and not used as a substitution for permanent wiring)
- Are electrical panels kept clear at least 36 inches from storage?**
- Are gas cylinders secured to prevent tipping?**
- Are hallways and storage spaces free of accumulated rubbish?**
- Is storage kept 24 inches from the ceiling?**
- Is your address properly posted?** (2 1/2 inch height minimum)
- Are fire lanes clearly posted and marked?**
- Are combustibles kept a safe distance from any heat source?** (Minimum of 36 inches)
- Are flammable liquids properly used and stored?** (Must be stored in an approved cabinet)
- Are employees trained in fire safety and able to use a fire extinguisher?**
- Are fire drills conducted frequently?**

- Are employees aware of the location of fire extinguishers and exit doors?
- Are safety issues enforced at all times? (Do you have a written policy)
- Do you have a Fire Safety Plan?
- Are employees trained in this plan?
- Are hazardous materials properly labeled?
- Are hazardous materials properly stored and disposed of?
- Is propane used and stored properly?
- Do you have current MSDS (Material Safety Data Sheets) on site for hazardous materials?

Every “**yes**” response indicates a positive, fire-safety situation, but a “**no**” response indicates a potential fire hazard that needs to be corrected. If you have any questions, please call Pletcher Fire Protection, (717) 587-6013.

Pletcher Fire Protection, LLC

