

Fire safety inspection checklist

Date inspected:			Inspected by:	
Item	Yes	No	Comments, deficiencies and action required	Date corrected
Are all local fire code requirements fulfilled for quantity, size, type and placement of required fire emergency equipment?	<input type="checkbox"/>	<input type="checkbox"/>		
Is every exit in the building clearly marked with a visible, approved exit sign and are paths of travel to exits kept free of cartons, trash and equipment?	<input type="checkbox"/>	<input type="checkbox"/>		
Are all exit doors provided with approved hardware? Do they operate properly?	<input type="checkbox"/>	<input type="checkbox"/>		
Are all fire extinguishers securely mounted, easy to see and easy to reach?	<input type="checkbox"/>	<input type="checkbox"/>		
Are all fire extinguishers tagged, noting monthly inspections and annual maintenance, and identified for use (class of fire)?	<input type="checkbox"/>	<input type="checkbox"/>		
Have employees been trained in the use and types of fire extinguishers, and do they know their locations?	<input type="checkbox"/>	<input type="checkbox"/>		
Are periodic fire drills held for employees?	<input type="checkbox"/>	<input type="checkbox"/>		
Have employees been instructed in evacuation procedures, and are the telephone numbers for emergency services readily accessible to them?	<input type="checkbox"/>	<input type="checkbox"/>		
Have the automatic sprinkler systems, stand-pipes, hose installations and the automatic fire protection system been inspected and serviced by qualified inspectors and are they now in operable condition?	<input type="checkbox"/>	<input type="checkbox"/>		