



<b>FIRE PREVENTION CHECKLIST</b>	
<b>ELECTRICAL EQUIPMENT</b>	
<input type="checkbox"/> No makeshift wiring	<input type="checkbox"/> Fuse and control boxes clean and closed
<input type="checkbox"/> Extension cords serviceable	<input type="checkbox"/> Circuits properly fused or otherwise protected
<input type="checkbox"/> Motors and tools free of dirt and grease	<input type="checkbox"/> Equipment approved for use in hazardous areas (if required)
<input type="checkbox"/> Lights clear of combustible materials	<input type="checkbox"/> Ground connections clean and tight and have electrical continuity
<input type="checkbox"/> Safest cleaning solvents used	
<b>FRICTION</b>	
<input type="checkbox"/> Machinery properly lubricated	<input type="checkbox"/> Machinery properly adjusted and/or aligned
<b>SPECIAL FIRE-HAZARD MATERIALS</b>	
<input type="checkbox"/> Storage of special flammables isolated	<input type="checkbox"/> Nonmetal stock free of tramp metal
<b>WELDING AND CUTTING</b>	
<input type="checkbox"/> Area surveyed for fire safety	<input type="checkbox"/> Combustibles removed or covered
	<input type="checkbox"/> Permit issued
<b>OPEN FLAMES</b>	
<input type="checkbox"/> Kept away from spray rooms and booths	<input type="checkbox"/> Portable torches clear of flammable surfaces
	<input type="checkbox"/> No gas leaks
<b>PORTABLE HEATERS</b>	
<input type="checkbox"/> Set up with ample horizontal and overhead clearances	<input type="checkbox"/> Safely mounted on noncombustible surface
<input type="checkbox"/> Secured against tipping or upset	<input type="checkbox"/> Not used as rubbish burners
<input type="checkbox"/> Combustibles removed or covered	<input type="checkbox"/> Use of steel drums prohibited
<b>HOT SURFACES</b>	
<input type="checkbox"/> Hot pipes clear of combustible materials	<input type="checkbox"/> Soldering irons kept off combustible surfaces
<input type="checkbox"/> Ample clearance around boilers and furnaces	<input type="checkbox"/> Ashes in metal containers
<b>SMOKING AND MATCHES</b>	
<input type="checkbox"/> "No smoking" and "smoking" areas clearly marked	<input type="checkbox"/> No discarded smoking materials in prohibited areas
<input type="checkbox"/> Butt containers available and serviceable	
<b>SPONTANEOUS IGNITION</b>	
<input type="checkbox"/> Flammable waste material in closed, metal containers	<input type="checkbox"/> Piled material, cool, dry, and well ventilated
<input type="checkbox"/> Flammable waste material containers emptied frequently	<input type="checkbox"/> Trash receptacles emptied daily
<b>STATIC ELECTRICITY</b>	
<input type="checkbox"/> Flammable liquid dispensing vessels grounded or bonded	<input type="checkbox"/> Proper humidity maintained
<input type="checkbox"/> Moving machinery grounded	
<b>HOUSEKEEPING</b>	
<input type="checkbox"/> No accumulations of rubbish	<input type="checkbox"/> Premises free of unnecessary combustible materials
<input type="checkbox"/> Safe storage of flammables	<input type="checkbox"/> No leaks or dripping of flammables and floor free of spills
<input type="checkbox"/> Passageways clear of obstacles	<input type="checkbox"/> Fire doors unblocked and operating freely with fusible links intact
<input type="checkbox"/> Automatic sprinklers unobstructed	
<b>EXTINGUISHING EQUIPMENT</b>	
<input type="checkbox"/> Proper type	<input type="checkbox"/> In working order
<input type="checkbox"/> In proper location	<input type="checkbox"/> Service date current
<input type="checkbox"/> Access unobstructed	<input type="checkbox"/> Personnel trained in use of equipment
<input type="checkbox"/> Clearly marked	

Figure 17-2. This sample checklist serves as a guide for the supervisor in drawing up an inspection list. It should be reviewed regularly to keep it up to date.