



## Fire Safety Checklist

1. Is your address visible on the outside of the home with numbers at least 4-6 inches high in a contrasting color?  
  
Yes   No   N/A
2. Is driveway or alley around your building kept free of weeds, debris or obstructions?  
  
Yes   No   N/A
3. Are all trash containers located at least 5 feet from your home?  
  
Yes   No   N/A
4. Are all exit aisles, hallways, and stairways clear of any obstructions?  
  
Yes   No   N/A
5. Are electrical breaker panels or fuse boxes kept unobstructed and labeled to show what circuit affects what area?  
  
Yes   No   N/A
6. Are all electrical breakers free to operate (not taped open)?  
  
Yes   No   N/A
7. Are there face plates on all electrical outlets and switches?  
  
Yes   No   N/A
8. Are extension cords used in place of permanent electrical wiring? If so, please remove. **Extension cords are not allowed in business occupancies.**

Yes No N/A

9. Are combustibles (paper, rags, boxes, etc.) stored at least 3 feet from gas appliances (water heater, furnace, etc.)?

Yes No N/A

10. Are oily rags stored in metal containers?

Yes No N/A

11. Do you have a **minimum of one 10lb ABC** fire extinguisher in your business? Are all extinguishers visible and readily accessible for use?

Yes No N/A

12. Have all fire extinguishers been inspected and serviced by a fire extinguisher company within the last year?

Yes No N/A

13. Would you like information on fire extinguisher care and use?

Yes No N/A

14. Is the attic access and scuttle opening kept closed as required by Code?

Yes No N/A

15. Are all sheet rocked walls maintained without holes?

Yes No N/A

16. Is storage kept at least 2 feet below the ceiling?

Yes No N/A

17. Is the fire alarm system tested monthly?

Yes No N/A

18. Are the batteries changed annually in the smoke alarms?  
Yes No N/A
19. Does the water heater have a relief valve and gas shutoff valve?  
Yes No N/A
20. Do natural gas appliances have individual gas shutoff valves?  
Yes No N/A
21. Is your home equipped with a fire alarm or sprinkler systems and are they serviced annually?  
Yes No N/A
22. If you have gas appliances, you must have carbon monoxide alarms?  
Yes No N/A
23. Are the batteries changed annually in the carbon monoxide alarms?  
Yes No N/A
24. Are carbon monoxide alarms tested monthly?  
Yes No N/A

**If you have questions, please contact the Fire Marshal's Office at (770) 964-2244 ext. 503.**