

# Checklist for Inspecting Your Workplace

## Exterior of Building

- The business address is at least 6 inches in height and visible from the street.
- The exterior side of all exit doors is clear and unobstructed.
- The building is free of overgrown vegetation that could be fuel in the event of a fire.
- Where provided, exterior fire protection equipment, such as a hydrant, is visible and free of obstructions.
- If present, outside combustible storage is at least 10 feet from the property lines.

## Interior of Building – Fire Extinguishers

- A fire extinguisher with a minimum of a 2A rating is provided. The rating is located on the UL label of the extinguisher. (Ex: 2A:10BC)
- A fire extinguisher is provided on every level of the business.
- All fire extinguishers are visible, accessible and located within 75 feet of any area in the business.
- A licensed fire extinguisher company has inspected the extinguisher(s) within the last 12 months.

## Interior of Building – Exits and Means of Egress

- All exits are kept unlocked and accessible during business hours.
- All exits and direction of travel are clearly visible and marked.
- The path of travel to the exits is unobstructed and free of storage.
- The exit signs, if illuminated, are operational.
- The emergency lights, if provided, are operational.
- All exit doors open properly and without difficulty.

## Interior of Building – Electrical Safety

- The electrical panel has a minimum of 3 foot unobstructed access in front of it.
- There are no openings inside the electrical panel that are not provided with covers.
- The breakers inside the electrical panel are labeled accordingly.
- All electrical outlets, switches and junction boxes are properly covered with approved cover plates.
- Extension cords are for temporary use only and not being used in lieu of permanent wiring.
- All electrical cords and wires are in good condition, free of cuts, frays, splices or other damage.
- Extension cords do not extend through the ceiling or beneath the floor coverings.

## Interior of Building – Storage Practices

- Storage areas are kept neat and orderly.
- There are no flammable or combustible liquids stored inside the building. If they are present, please provide a list of what type and the amount stored.

## Interior of Building – General Fire Safety

- The lint trap, mechanical and heating components of the clothes dryer are free of excessive accumulation of lint.
- Approved receptacles for safe disposal of smoking materials are provided.
- Portable electric heaters are located so that they cannot be easily turned over and kept at a safe distance from combustible materials?

**Interior of Building – Fire Protection Equipment (If provided)**

- The fire alarm control panel is in normal working order and does not indicate a trouble condition.
- A licensed fire alarm company has inspected the fire alarm system within the last 12 months.
- A visual inspection has been conducted to ensure all fire sprinkler heads are free and clear of obstructions.
- The fire sprinkler system has been inspected quarterly by either properly trained staff or a fire sprinkler company.
- A licensed fire protection company has inspected the commercial kitchen hood suppression system within the last 6 months.
- The K-class type fire extinguisher is provided for the commercial cooking equipment.
- The commercial kitchen hood is clean and free of grease build-up.