

# Fire Safety Checklist

## ■ Fire Prevention

- Fire extinguishers are inspected monthly.
- Sprinkler heads are unobstructed and functional.
- Flammable liquids are stored in approved containers.
- Combustible materials are kept away from ignition sources.
- Emergency exits are clearly marked and unobstructed.

## ■ Fire Equipment Readiness

- Fire extinguishers are mounted and accessible.
- Fire hoses and cabinets are in good condition.
- Alarms and pull stations are tested regularly.
- Smoke detectors and heat sensors are operational.

## ■ Emergency Preparedness

- Evacuation routes are posted and visible.
- Employees are trained in fire response procedures.
- Assembly points are designated and communicated.
- Fire drills are conducted regularly.



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