

# Business Fire Safety Checklist

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**How safe is your business? Find out by taking this quick survey.**

- Are fire extinguishers up to date? (Should have a date stamped that is less than a year old)
- Are fire extinguishers mounted properly and free of obstructions? (Should be between 4 and 60" from floor and nothing within a 36" radius of the extinguisher)
- Is the hood system inspected and up to date? (Required to be inspected twice a year - date tag should be less than 6 month old)
- Are sprinkler heads free from obstruction? (Storage should not be within 18" of the head and nothing hanging from the head)
- Are fire doors properly working and free from obstruction? (They are not permitted to be propped open by wedges or any other temporary device)
- Are rolling fire door/shutters tested annually? (They are required to be drop tested once a year)
- Do you have an adequate number of fire extinguishers? (They should be placed so travel distance does not exceed 75 feet or where there is a significant hazardous area to protect such as kitchens)
- Are exit doors clearly marked, illuminated and free from obstruction? (They are required to be identified with signs that are internally or externally illuminated)
- Are all exit doors unlocked?
- Are all exits well lit?
- Are all electrical plates and outlets free from exposed wiring? (Cover plates are required, no open junction boxes are permitted)
- Are extension cords used properly? (They are for temporary purposes and not used as a substitution for permanent wiring)
- Are electrical panels kept clear at least 36 inches from storage?
- Are gas cylinders secured to prevent tipping?
- Are hallways and storage spaces free of accumulated rubbish?
- Is storage kept 24 inches from the ceiling?
- Is your address properly posted? (2 1/2 inch height minimum)
- Are fire lanes clearly posted and marked?
- Are combustibles kept a safe distance from any heat source? (Minimum of 36 inches)
- Are flammable liquids properly used and stored? (Must be stored in an approved cabinet)
- Are employees trained in fire safety and able to use a fire extinguisher?
- Are fire drills conducted frequently?
- Are employees aware of the location of fire extinguishers and exit doors?

- Are safety issues enforced at all times? (Do you have a written policy)
- Do you have a Fire Safety Plan?
- Are employees trained in this plan?
- Are hazardous materials properly labeled?
- Are hazardous materials properly stored and disposed of?
- Is propane used and stored properly?
- Do you have current MSDS (Material Safety Data Sheets) on site for hazardous materials?

Every "yes" response indicates a positive, fire-safety situation, but a "no" response indicates a potential fire hazard that needs to be corrected. If you have any questions, please call the Fire Prevention Bureau of the Minot Fire Department at 701-857-4740