Fire Safety Checklist

1. Is your heating, ventilation, and air-conditioning system professionally cleaned and inspected annually?  

2. Do you hire a professional to analyze the electrical system for adequacy, replace equipment like frayed, worn, or dried-out extension cords, and check the fuse box to make sure all fuses are the proper size for each circuit?  

3. Do you ensure that combustibles, like paint supplies and other flammable liquids, are not stored in the same room as the furnace or boiler?  

4. Are all exits clearly marked and free of obstacles so that someone could easily access them in the event of an emergency?  

5. Do you have smoke alarms installed throughout your building?  

6. Does your building have fire extinguishers in easily accessible locations on every floor?  

7. Are fire extinguishers checked by a professional on a regular basis to make sure they're in working order?  

8. Does your building have sprinkler systems installed to automatically extinguish fires as soon as they're detected?  

9. Has your ministry worked with a professional to install a lightning and surge protection system?  

10. Do your staff members and volunteers know that they should turn off electrical items when they are not in use?  

11. Does your ministry have a well-designed, comprehensive, and practiced evacuation plan for fires and other emergencies?

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Notes: ________________________________________________________________

Completed by: ____________________________ Date: _______________________

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