
 Organization Name

Fire Safety Checklist

	Yes	Needs Attention
1. Is your heating, ventilation, and air-conditioning system professionally cleaned and inspected annually?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all exits clearly marked and free of obstacles so that someone could easily access them in the event of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have smoke alarms installed throughout your building?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your building have fire extinguishers in easily accessible locations on every floor?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are fire extinguishers checked by a professional on a regular basis to make sure they're in working order?	<input type="checkbox"/>	<input type="checkbox"/>
8. Does your building have sprinkler systems installed to automatically extinguish fires as soon as they're detected?	<input type="checkbox"/>	<input type="checkbox"/>
9. Has your ministry worked with a professional to install a lightning and surge protection system?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do your staff members and volunteers know that they should turn off electrical items when they are not in use?	<input type="checkbox"/>	<input type="checkbox"/>
11. Does your ministry have a well-designed, comprehensive, and practiced evacuation plan for fires and other emergencies?	<input type="checkbox"/>	<input type="checkbox"/>

 Notes: _____

Completed by: _____ Date: _____

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