



Foothills Fire Protection District

(In Case of Emergency Dial 911)

Fire Prevention Home Business Inspection Checklist

Business Name _____ Date _____

Business Address _____

Person Conducting Inspection _____

General Electrical Safety Check

- All cords and plugs are free of cracks, breaks, fraying and any exposed wiring.
- All plugs and/or power points are cool to the touch and show no signs of overheating.
- Broken and/or damaged power points are replaced.
- Don't overload power outlets - the safest method is one plug to one power outlet.
- Switch off power outlets before unplugging an appliance.
- Use extension cords on a temporary basis.
- Don't run cords under carpets or rugs, where foot traffic could cause wear on the cord.
- Avoid overloading several high wattage appliances onto the same circuit.
- Ensure appliances, such as heaters, televisions, stereos and computers have plenty of air space to prevent overheating.
- Never run an iron or other appliance from a light socket.
- Switch off electrical appliances if there is a power failure.
- Switch appliances off at the wall when not in use.

Fuses and circuit breakers are safety devices. Should a fuse blow, or a circuit trip, find the source the problem and correct it before replacing the fuse. Use the correct size fuses.

Heater Safety Check

Electric heaters should pass the general electrical safety check.

The heater should be turned off and left to cool before refilling.

All furnishings and combustible materials are clear of heaters - minimum of 3 feet.

Open and Free Standing Fireplace Safety Check

Use BBQ lighters or long stem matches to ignite - NEVER use gasoline or other flammable liquids.

Sweep chimneys and flues regularly - once a year..

Use a fireguard or screen on open fires.

Empty ashes from a fire into a metal container. Never place ashes in paper sacks.

Keep furnishings well clear of fireplaces - 3 feet.

BEDROOMS

Appliances such as radios, hair dryers and heated rollers should pass the electrical safety check.

Ensure that electric blankets and heating units for waterbeds are checked annually - if the cords are frayed or damaged discard the item.

Weighty objects should never be placed on the bed when the electrical blanket is switched on.

Lamps should never be covered with items other than a large shade to dim the light - items that come in close contact with the hot bulb should be removed immediately due to the risk of ignition.

Radiant heaters used in the bedrooms should be placed 3 feet from any combustible objects.

KITCHEN

Appliances such as toasters and food processors should pass an electrical safety check.

- Electrical appliance cords should be clear of stove elements.
- Pot handles should be turned inwards and clear of stove elements, which may be on.
- Any loose items such as tea towels should be hung at least 3 feet away from the stove.
- If there is grease build up in any part of the stove or oven, it should be removed due to the danger of possible ignition.
- Loose clothing should never be worn when cooking.
- Special care should be taken when cooking with fat or oil.
- Aerosol containers should be stored at least 3 feet from heat. Family members should be made aware of the dangers associated with the burning or puncture of aerosol containers, which could lead to injury or burns.

BATHROOM

- A portable electric heater used in the bathroom should be placed at least 3 feet from water faucets.
- The condition of heated towel rails should be monitored for use and safe condition.
- The condition of spa or bath equipment should be monitored and checked annually for defects.
- Ground fault breakers should be installed in lieu of normal electrical outlets.
- Always keep curling irons and hair dryers "unplugged" when not in use.

LOUNGE/FAMILY/DINING ROOMS

- Appliances such as lamps and heaters should pass the manufacturers electrical safety check.
- Heaters should be used as recommended in the heater safety check.
- Fireplaces should be used as recommended in the fireplace safety check.
- Individuals should never stand too close to the fire especially with loose clothing due to dangers of clothing catching on fire. Mirrors over a fireplace, or interesting items on a mantelpiece, can attract people to a dangerous situation.

STAIRWAYS AND HALLS

If space under the stairway is utilized for storage, ensure that materials are not obstructing egress. Halls and passages should offer a clear escape route

LAUNDRY

Appliances such as the washing machine, iron and clothes dryer should pass the electrical safety check.

The washing machine or dryer should never be left operating when no one is home, due to the possibility that a short in the circuit could cause a fire.

Care should be taken to unplug the iron after use.

Lint should be cleared from the clothes drier each time it is used.

GARAGE/SHED/WORKSHOP

Appliances such as welders and electric drills should pass the electrical safety checklist.

The floor area should be cleared of rubbish and wood shavings to prevent accidental falls.

Oily rags and those used for cleaning mechanical equipment should be disposed of in an airtight container after use - oily rags have been known to spontaneously combust due to chemicals located within them.

Petrol and flammable liquids should be stored in approved, clearly labeled containers, where they are not likely to be knocked over.

Chlorine should never be stored near other chemicals due to its volatile nature.

There should be properly installed power outlets for tools.

Transformers should be utilized when necessary.

Makeshift wiring or connections should never be used due to possibility of an electrical fire or electrocution to the user.

Uncovered non-flourescent light bulbs can cause a burn and ignition hazard.

Smoking should be banned in the garage, shed or workshop due to dangers of flammable liquids being ignited.

Power tools such as lawn mowers, chainsaws, etc should be fueled in the open.

Welding equipment should always be used in areas clear of flammable materials.

Precaution should always be taken to ensure that equipment is switched off and left in a safe location after use.

OUTDOORS

Your gutters should be clear of leaves and overhanging branches.

Timber and rubbish should never be stacked against the side of the house or fence because of the combustibility hazard and proximity to living quarters.

A regular check should be made of outside water taps - hoses should never be left connected, to prevent freezing of water pipes.

Tree branches fouling any of the overhead power supply lines should be trimmed by a professional to prevent damage to your home.

Barbecue grills should be cited away from the house, and other places, where a spark could start a fire.

Flammable liquids, other than those suggested by the manufacturer, should never be used to start the barbecue.

SMOKE ALARMS

Smoke alarms should be installed outside every sleeping area, in bedrooms, and on every floor.

Smoke alarms should be tested every month, and batteries changed when you change your clocks for daylight savings.

Fire Extinguishers

Install a UL or FM approved fire extinguishers in or near your kitchen, office, garage, and know how to use them.

Check the pressure gauge two times a year to make sure it is charged and have the extinguisher serviced annually by an approved technician.

Fire Escape Plan

Create, post, and practice a fire escape plan with a meeting place for family and guests

Make sure that each bedroom has at least two exits.

Post emergency response numbers (9-1-1) and your address next to telephones.

Other Information

(Please answer all of the below questions)

Business Information

- Contact Name:
- Business Name:
- Address:
- Phone:
- Fax:
- E-Mail:
- Type of Business:
- Other than office supplies, what items are stored on premises?

Alarm System

Alarm system installed? Yes / No

If yes, please provide the following:

- Name of company:
- Address of company:
- 24 hour phone number:
- Enclose a copy of the operating instructions (**for the fire alarm only**) with the silence and reset procedures if not posted next to the alarm key pad.

Suppression System

Suppression system installed? Yes / No

If yes, is the whole house covered? Yes / No