

## **FIRE PREVENTION CHECK LIST**

**UNIT ORGANIZATION** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**REFERENCE: USAFACFS REGULATION 420-90**

- | <b>YES</b>    | <b>NO</b> | <b>DESCRIPTION</b>   |
|---------------|-----------|--|
| 1. ____/____  |           | <b>Fire Prevention Coordinator</b> and alternate appointed in writing, including on and off duty telephone numbers and responsible building numbers(.s). |
| 2. ____/____  |           | <b>Fire Prevention Handbook</b> with contents IAW USAFACFS 420-90.   |
| 3. ____/____  |           | Are <b>9-1-1</b> emergency notification stickers on each telephone?  |
| 4. ____/____  |           | Are <b>EXIT</b> lights operational or signs visible?   |
| 5. ____/____  |           | Are <b>fire drills</b> being conducted and documented.   |
| 6. ____/____  |           | Are <b>fire extinguishers</b> being inspected monthly for serviceability and accessibility?  |
| 7. ____/____  |           | Are good <b>housekeeping practices</b> being complied with?  |
| 8. ____/____  |           | Are <b>small appliances</b> being unplugged when rooms or offices are unoccupied   |
| 9. ____/____  |           | Are <b>brooms and mops</b> being stored IAW USAFACFS 420-90?   |
| 10. ____/____ |           | Are approved <b>strip multi-outlets with built-in breakers</b> being used rather than non-approved extension cords?                                      |
| 11. ____/____ |           | Are <b>unauthorized alterations</b> being made in the building (walls, doors being removed, use of plywood, etc.)?                                       |
| 12. ____/____ |           | Are <b>flammable and combustible</b> supplies properly stored?   |
| 13. ____/____ |           | Any <b>physical damage</b> to the alarm system or automatic sprinkler system (missing bells, smoke detectors, etc.)?                                     |
| 14. ____/____ |           | Are unauthorized <b>open flame or smoldering devices</b> being used (Candles, Incense, etc.)?  |
| 15. ____/____ |           | Are designated <b>smoking areas</b> distinctly marked and equipped with ash trays and/or butt cans and in compliance Presidents Executive Order 13058?   |
| 16. ____/____ |           | Are <b>all exits</b> unlocked during building occupation and free of any obstructions?   |
| 17. ____/____ |           | Are unauthorized <b>space heaters</b> being used?  |
| 18. ____/____ |           | Are <b>trash containers</b> being emptied at the end of each workday?  |
| 19. ____/____ |           | Are <b>clean/soiled rags</b> stored IAW USAFACFS 420-90?   |
| 20. ____/____ |           | Are <b>recycled paper</b> removed from the building at the end of each workday?  |
| 21. ____/____ |           | Have appointed <b>Fire Prevention Coordinators</b> attended the required certification class and maintained documentation of attendance?                 |
| 22. ____/____ |           | Are <b>smoke detectors</b> cleaned at least quarterly?   |