

FIRE PREVENTION CHECK LIST

UNIT ORGANIZATION _____ DATE: ____/____/____
REFERENCE: USAFACFS REGULATION 420-90

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