

FREE FACILITIES & PROPERTY FIRE SAFETY TEMPLATE

Fire Safety Checklist

Use this 60-point checklist to inspect exit routes, emergency lighting, fire doors, alarms, extinguishers, fixed suppression, ignition and combustible controls, emergency planning, system impairments, service records, corrective action, and final sign-off.

Property / building

Inspection date

Zone / floor

Inspector / fire-safety owner

Internal Facilities & Property template. Apply current adopted fire and building codes, authority requirements, fire-system standards, insurer rules, and specialist inspection requirements. Where U.S. OSHA general-industry rules apply, relevant 1910.37, 1910.38, 1910.157, and 1910.165 requirements should be included.

1. Fire-safety scope, property risk, responsibilities, plans, and previous findings

1

Confirm the property, building, floor, occupancy or use, inspection date, operating status, and fire-safety inspection scope are clearly identified.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Start with the building context. Fire-safety controls vary by occupancy, construction, hazards, local code, and the authority having jurisdiction, so define the...

2

Verify current emergency action or fire procedures, evacuation maps, fire-system information, inspection records, impairment logs, and responsible contacts are available where applicable.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Start with the building context. Fire-safety controls vary by occupancy, construction, hazards, local code, and the authority having jurisdiction, so define the...

3

Confirm responsibility is defined for property management, facilities, security, EHS, occupants, tenants, contractors, and fire-system service providers.

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Start with the building context. Fire-safety controls vary by occupancy, construction, hazards, local code, and the authority having jurisdiction, so define the...

4

Review previous fire-safety findings, blocked exits, alarm defects, extinguisher issues, fire-door defects, sprinkler impairments, hot-work concerns, and overdue corrective actions.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Start with the building context. Fire-safety controls vary by occupancy, construction, hazards, local code, and the authority having jurisdiction, so define the...

5

Identify higher-risk areas such as electrical rooms, kitchens, generator or fuel areas, workshops, charging locations, waste rooms, storage rooms, plant rooms, and hot-work zones for targeted inspection.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Start with the building context. Fire-safety controls vary by occupancy, construction, hazards, local code, and the authority having jurisdiction, so define the...

6

Record property, inspection date, building or zone, inspector, fire-safety owner, facilities owner, service contractor, and planned follow-up date.

FIRE

FINAL STATUS | Enter

FIRE-SAFETY OWNER | Enter

FACILITIES APPROVAL | Enter

Execution tip: Start with the building context. Fire-safety controls vary by occupancy, construction, hazards, local code, and the authority having jurisdiction, so define the...

2. Exit routes, exit access, stairs, corridors, doors, and discharge areas

7

Confirm required exit access, corridors, stairs, ramps, exit doors, and exit-discharge paths are free from storage, furniture, waste, equipment, or temporary obstructions.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed. Apply the property's adopted fire and building-code requirements for...

8

Verify exit doors open and operate as intended, are not locked against required egress, and are not blocked by security devices, floor damage, stored materials, or maintenance work.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed. Apply the property's adopted fire and building-code requirements for...

9

Check exit routes do not terminate at locked rooms, dead ends, blocked gates, construction barriers, or other conditions that could prevent occupants from reaching a safe discharge point.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed. Apply the property's adopted fire and building-code requirements for...

10

Inspect stairs, handrails, guardrails, landings, ramps, and walking surfaces forming part of an exit route for damage, loose materials, poor lighting, or trip hazards.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed. Apply the property's adopted fire and building-code requirements for...

11

Confirm exit discharge areas remain usable and do not lead occupants into blocked yards, vehicle hazards, locked perimeter gates, stored materials, or unsafe external conditions.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed. Apply the property's adopted fire and building-code requirements for...

12

Escalate any blocked, locked, unusable, or seriously compromised required exit route for immediate control and corrective action.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed. Apply the property's adopted fire and building-code requirements for...

3. Exit signs, emergency lighting, fire doors, smoke doors, and compartment protection

13

Verify exit signs and directional markings are visible, legible, correctly oriented, and not hidden by displays, construction, furnishings, or temporary work.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Visible egress and compartment controls must remain functional when normal power or normal operations are disrupted. Fire and smoke doors should not be...

14

Check emergency lighting units and other provided egress illumination for visible damage, failed indicators, missing units, or overdue functional testing evidence.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Visible egress and compartment controls must remain functional when normal power or normal operations are disrupted. Fire and smoke doors should not be...

15

Inspect fire doors, smoke doors, frames, closers, latches, seals, glazing, hinges, and hold-open devices for damage, obstruction, or conditions preventing intended operation.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Visible egress and compartment controls must remain functional when normal power or normal operations are disrupted. Fire and smoke doors should not be...

16

Confirm fire or smoke doors are not improperly wedged, tied, blocked, disconnected, or otherwise held open unless an approved automatic release arrangement is provided.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Visible egress and compartment controls must remain functional when normal power or normal operations are disrupted. Fire and smoke doors should not be...

17

Inspect visible fire-rated walls, shafts, riser rooms, service penetrations, ceiling void access points, and compartment boundaries for unsealed penetrations or obvious damage where included in property controls.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Visible egress and compartment controls must remain functional when normal power or normal operations are disrupted. Fire and smoke doors should not be...

18

Record any egress-sign, emergency-lighting, fire-door, smoke-door, or compartment defect requiring service, specialist review, or immediate interim control.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Visible egress and compartment controls must remain functional when normal power or normal operations are disrupted. Fire and smoke doors should not be...

4. Fire alarms, detection, notification, control panels, and employee or occupant warning

19

Inspect fire-alarm control panels, annunciators, power or fault indicators, communication links, and visible system status for normal condition or documented impairment.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Alarm and detection systems should be maintained by qualified service providers under the applicable code and system standard. A routine checklist should...

20

Check manual alarm points, pull stations, call points, detectors, sounders, strobes, speakers, and other visible notification devices for obstruction, damage, missing covers, or contamination.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Alarm and detection systems should be maintained by qualified service providers under the applicable code and system standard. A routine checklist should...

21

Confirm alarm devices are not blocked by storage, partitions, displays, new construction, temporary walls, or furnishings that could reduce detection or notification performance.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Alarm and detection systems should be maintained by qualified service providers under the applicable code and system standard. A routine checklist should...

22

Verify alarm and detection inspection, testing, service, and corrective-maintenance records are current according to the property's applicable requirements.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Alarm and detection systems should be maintained by qualified service providers under the applicable code and system standard. A routine checklist should...

23

Confirm known alarm faults, supervisory signals, disabled devices, isolated zones, or communication failures are documented, escalated, and supported by required interim measures.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Alarm and detection systems should be maintained by qualified service providers under the applicable code and system standard. A routine checklist should...

24

Where OSHA employee-alarm requirements apply, confirm the warning method can be perceived and understood by employees who must evacuate or take other emergency action.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Alarm and detection systems should be maintained by qualified service providers under the applicable code and system standard. A routine checklist should...

5. Portable fire extinguishers, access, condition, inspection, maintenance, and suitability

25

Confirm portable fire extinguishers are in their designated locations, readily accessible, visible or appropriately identified, and not blocked by furniture, stock, equipment, or locked barriers.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: For workplaces covered by OSHA 1910.157, extinguishers provided for employee use must be mounted, located, identified, accessible, visually inspected...

26

Inspect extinguisher body, hose, nozzle, pin, tamper seal, gauge or indicator, handle, label, mounting, cabinet, and surrounding area for obvious damage or abnormal condition.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: For workplaces covered by OSHA 1910.157, extinguishers provided for employee use must be mounted, located, identified, accessible, visually inspected...

27

Verify the extinguisher type and location are appropriate to the property hazard assessment and adopted fire-safety requirements rather than being selected only by convenience.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: For workplaces covered by OSHA 1910.157, extinguishers provided for employee use must be mounted, located, identified, accessible, visually inspected...

28

Where OSHA 1910.157 applies, verify documented monthly visual inspections are being completed and missed or overdue checks are corrected.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: For workplaces covered by OSHA 1910.157, extinguishers provided for employee use must be mounted, located, identified, accessible, visually inspected...

29

Where OSHA 1910.157 applies, verify required annual maintenance has been completed and the maintenance record is available.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: For workplaces covered by OSHA 1910.157, extinguishers provided for employee use must be mounted, located, identified, accessible, visually inspected...

30

Remove from normal reliance and escalate any discharged, damaged, missing, inaccessible, overdue, improperly mounted, or otherwise questionable extinguisher for prompt service or replacement.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: For workplaces covered by OSHA 1910.157, extinguishers provided for employee use must be mounted, located, identified, accessible, visually inspected...

6. Sprinklers, standpipes, hydrants, fire pumps, suppression systems, and impairment control

31

Inspect visible sprinkler heads, piping, valves, gauges, risers, cabinets, hose connections, and related components for obstruction, damage, leakage, corrosion, or unauthorized painting where relevant.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Do not treat visible system condition as a substitute for required specialist inspection and testing. The property team should know when a system is impaired...

32

Confirm required clearance around sprinkler discharge areas and fire-protection equipment is maintained according to the adopted property requirements.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Do not treat visible system condition as a substitute for required specialist inspection and testing. The property team should know when a system is impaired...

33

Check standpipe, hose, hydrant, fire-department connection, fire-pump, and other visible fire-service access points for obstruction, damage, missing identification, or restricted access where provided.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Do not treat visible system condition as a substitute for required specialist inspection and testing. The property team should know when a system is impaired...

34

Verify fixed fire-suppression systems serving kitchens, electrical hazards, special rooms, machinery, or other protected areas have current service or testing evidence where applicable.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Do not treat visible system condition as a substitute for required specialist inspection and testing. The property team should know when a system is impaired...

35

Confirm closed valves, drained systems, isolated zones, disabled pumps, out-of-service suppression equipment, or other impairments are controlled through an approved impairment process.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Do not treat visible system condition as a substitute for required specialist inspection and testing. The property team should know when a system is impaired...

36

Verify significant fire-system impairments have named ownership, service response, required notifications, interim precautions, restoration evidence, and final closure.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Do not treat visible system condition as a substitute for required specialist inspection and testing. The property team should know when a system is impaired...

7. Combustible storage, ignition sources, electrical risks, hot work, and high-risk areas

37

Inspect storage rooms, plant rooms, service areas, offices, workshops, and common spaces for excessive combustible loading, unmanaged cardboard, waste, or materials stored against heat or ignition sources.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Fire prevention depends on controlling both fuel and ignition. Repeated storage, charging, electrical, hot-work, and waste problems should trigger prevention...

38

Confirm combustible materials are not stored in electrical rooms, around switchgear, near heaters, boilers, generators, cooking equipment, or other ignition sources contrary to site rules.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Fire prevention depends on controlling both fuel and ignition. Repeated storage, charging, electrical, hot-work, and waste problems should trigger prevention...

39

Check extension cords, power strips, damaged plugs, overloaded-looking outlets, improvised wiring, battery chargers, and visible electrical defects for conditions requiring electrical review.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Fire prevention depends on controlling both fuel and ignition. Repeated storage, charging, electrical, hot-work, and waste problems should trigger prevention...

40

Verify smoking, open flame, candle, portable heater, cooking, charging, and other ignition-source controls are applied in designated or prohibited areas as required by the property.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Fire prevention depends on controlling both fuel and ignition. Repeated storage, charging, electrical, hot-work, and waste problems should trigger prevention...

41

Confirm hot work such as welding, cutting, grinding, brazing, torch work, or roofing heat work is controlled by the property's permit, isolation, fire-watch, and post-work monitoring process where applicable.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Fire prevention depends on controlling both fuel and ignition. Repeated storage, charging, electrical, hot-work, and waste problems should trigger prevention...

42

Inspect fuel, gas-cylinder, flammable or combustible liquid, maintenance chemical, waste, and similar higher-risk storage for approved location, segregation, containment, labeling, and access controls.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Fire prevention depends on controlling both fuel and ignition. Repeated storage, charging, electrical, hot-work, and waste problems should trigger prevention...

8. Emergency action plan, evacuation procedures, drills, accountability, and assistance

43

Confirm the emergency action or evacuation plan reflects the current building layout, exits, assembly areas, alarm methods, emergency contacts, and property operating conditions.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Where OSHA 1910.38 applies, the emergency action plan must include procedures for reporting emergencies, evacuation, accounting for employees, rescue or...

44

Verify procedures define how occupants or employees report a fire or other emergency and how evacuation or other emergency instructions are communicated.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Where OSHA 1910.38 applies, the emergency action plan must include procedures for reporting emergencies, evacuation, accounting for employees, rescue or...

45

Confirm evacuation responsibilities, floor or zone roles, shutdown duties where applicable, assembly arrangements, and accountability methods are defined.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Where OSHA 1910.38 applies, the emergency action plan must include procedures for reporting emergencies, evacuation, accounting for employees, rescue or...

46

Check arrangements for visitors, contractors, persons needing assistance, after-hours occupants, isolated workers, and other property-specific populations where relevant.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Where OSHA 1910.38 applies, the emergency action plan must include procedures for reporting emergencies, evacuation, accounting for employees, rescue or...

47

Verify emergency drills, evacuation exercises, briefings, or other readiness activities are completed at the frequency required by the property's applicable rules and learning is recorded.

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Where OSHA 1910.38 applies, the emergency action plan must include procedures for reporting emergencies, evacuation, accounting for employees, rescue or...

48

Confirm drill and event findings such as delayed evacuation, unclear alarms, blocked routes, accountability gaps, or poor assembly control create corrective actions and follow-up.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: Where OSHA 1910.38 applies, the emergency action plan must include procedures for reporting emergencies, evacuation, accounting for employees, rescue or...

9. Fire-safety housekeeping, service rooms, waste, contractor work, access, and daily prevention

49

Confirm corridors, stairs, fire equipment areas, electrical rooms, riser rooms, plant rooms, and service spaces are not being used for uncontrolled storage.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Many fire hazards are created by everyday operations. Keep service rooms, exits, electrical spaces, and fire equipment free from storage and make contractors...

50

Inspect waste rooms, refuse areas, cardboard accumulation, recycling areas, loading zones, and external waste storage for excessive combustible buildup or ignition exposure.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Many fire hazards are created by everyday operations. Keep service rooms, exits, electrical spaces, and fire equipment free from storage and make contractors...

51

Verify housekeeping maintains access to extinguishers, fire-alarm points, sprinkler valves, fire-department connections, hydrants, panels, exit doors, and emergency controls.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Many fire hazards are created by everyday operations. Keep service rooms, exits, electrical spaces, and fire equipment free from storage and make contractors...

52

Confirm contractors performing construction, renovation, maintenance, hot work, ceiling work, alarm work, or system isolation follow property fire-safety, permit, and impairment procedures.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action

Execution tip: Many fire hazards are created by everyday operations. Keep service rooms, exits, electrical spaces, and fire equipment free from storage and make contractors...

53

Check temporary decorations, event setups, displays, furniture, partitions, storage, or construction materials do not compromise exits, alarms, fire doors, sprinklers, or emergency lighting.

CRITICAL

FIRE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Many fire hazards are created by everyday operations. Keep service rooms, exits, electrical spaces, and fire equipment free from storage and make contractors...

54

Record repeated housekeeping or contractor fire-safety issues for systemic action, contract enforcement, training, or property-control improvement.

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action

Execution tip: Many fire hazards are created by everyday operations. Keep service rooms, exits, electrical spaces, and fire equipment free from storage and make contractors...

10. Inspection records, service evidence, impairments, corrective actions, verification, and sign-off

55

Confirm fire-safety inspection, alarm, extinguisher, emergency-lighting, fire-door, suppression, drill, and specialist service records are retained according to applicable requirements.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: A fire-safety finding is not closed because a work order says complete. Verify restored access, system status, repair evidence, service records, and removal of...

56

Classify findings by egress, alarm or detection, extinguisher, suppression, fire door, electrical, combustible storage, housekeeping, emergency planning, contractor control, or other property category.

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: A fire-safety finding is not closed because a work order says complete. Verify restored access, system status, repair evidence, service records, and removal of...

57

Prioritize findings using life-safety risk, system impairment, occupant exposure, regulatory importance, recurrence, and the availability of alternate protective measures.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: A fire-safety finding is not closed because a work order says complete. Verify restored access, system status, repair evidence, service records, and removal of...

58

Create or link service requests, fire-system work orders, electrical actions, housekeeping corrections, contractor tasks, specialist inspections, and interim controls with named owners and due dates.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: A fire-safety finding is not closed because a work order says complete. Verify restored access, system status, repair evidence, service records, and removal of...

59

Verify significant repairs and restored fire-protection systems through reinspection, service documentation, functional evidence, photos, or qualified specialist sign-off as appropriate.

CRITICAL

FIRE

Fire-safety item	Status / finding	Owner	Evidence	Action
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Execution tip: A fire-safety finding is not closed because a work order says complete. Verify restored access, system status, repair evidence, service records, and removal of...

60

Record final fire-safety status, critical open risks, system impairments, blocked or restricted areas, overdue actions, next inspection date, inspector, fire-safety owner, facilities owner, and management approval.

CRITICAL

FIRE

FINAL STATUS | Enter

FIRE-SAFETY OWNER | Enter

FACILITIES APPROVAL | Enter

Execution tip: A fire-safety finding is not closed because a work order says complete. Verify restored access, system status, repair evidence, service records, and removal of...