

Fire Safety Inspection Checklist for Offices

Ensure your office complies with fire regulations using this comprehensive **fire safety inspection checklist**. It covers essential items like alarm systems, emergency exits, and fire extinguishers. Regular inspections help maintain a secure workspace and protect employees from potential hazards.

Checklist

Alarm Systems

- Smoke detectors installed and functional
- Fire alarm system regularly tested
- Alarm sound audible in all office areas

Emergency Exits

- Emergency exits clearly marked
- Exit routes unobstructed and unlocked
- Emergency lighting operational

Fire Extinguishers

- Fire extinguishers accessible
- Devices properly labeled and in-date
- Staff know how to use extinguishers

General Safety

- No electrical cords running across walkways
- Flammable materials stored safely
- Fire doors not propped open

Training & Procedures

- Staff trained on fire evacuation plans
- Emergency contacts clearly displayed