

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