

Workplace Fire Safety Inspection Checklist

Location:

Inspected By:

Date:

Inspection Items

Item	Yes	No	Comments
Are fire extinguishers accessible and clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers inspected and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency exits clearly marked and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	
Are exit doors easily openable from the inside?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire alarms functioning and regularly tested?	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency lights working and visible?	<input type="checkbox"/>	<input type="checkbox"/>	
Are electrical panels accessible and free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	
Are flammable materials stored properly and away from ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>	
Are extension cords and power strips in good condition and not overloaded?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff trained in fire emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments / Actions Required