

Charlottesville Cares

Business Fire Safety Checklist

Keep this checklist handy by printing it and making it available to all of your employees. The *Business Fire Safety Checklist* can also be used to evaluate your fire safety condition prior to the regularly scheduled Business Fire Safety Inspection by the Charlottesville Fire Department.

The goal of the *Business Fire Safety Checklist* provided by the Charlottesville Fire Department is to eliminate all fires in businesses. By posting this in your business, you will also become familiar with the physical design and layout of your building, which prepares everyone to promptly exit the building during an actual fire emergency.

Check and correct any of the following common fire hazards:

- Check Off for Fire Safety and correct every Fire Hazard before it becomes a FIRE!
- Fire Extinguishers checked within the last 12 months.
- Fire extinguishers should be within 75 feet of an exit and mounted along the path to the emergency exits.
- All required "EXIT" signs are in place and illuminated.
- Building Address and/or Unit Number is visible from the street.
- Extension cords must be used properly. Have only one (1) cord per appliance.
- Have cords of the proper size. Amperage ratings greater than the appliance they are serving.
- All extension cords are in good repair and not damaged.
- Do not plug extension cords into extension cords.
- General electrical maintenance (i.e. cover plates are in place, cord bridges over cords in traffic areas, 36 inches clearance in front of electrical panels).
- Exit doors, hallways, aisles and other pathways of egress must be kept clear of obstructions.
- Combustibles must be stored properly by not storing them in heating and mechanical room.

Thank You for Making This a Fire Safe Community!

For more information, please contact the Charlottesville Fire Department at 970-3240

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Charlottesville Regional
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