Fire Inspection Checklist for Commercial Buildings

AkitaBox

Company Name:	Inspector Name (Print):
Address:	Inspector Phone Number:
Date/Time:	Inspector Signature:

Routine fire safety inspections are an integral part of maintaining an effective fire prevention and loss control plan. The following items can be used as a starting point for a fire safety inspection campaign. Customize this checklist to accommodate your organization's specific operational needs.

⚠️ **Note:** This checklist is not intended to be all-inclusive or to supersede existing inspection checklists or protocols.

General

Are emergency phone numbers visible and easy to locate?	☐ ☐ ☐ ☐

Comments

Is there a maintenance and service contact for the sprinkler system?	☐ ☐ ☐ ☐

Comments

Is there a maintenance and service contact for the fire alarm system?	☐ ☐ ☐ ☐

Comments

Are maximum occupancy limits posted and followed?	☐ ☐ ☐ ☐

Comments

Does the facility limit the use of extension cords and multi-plug adapters?	☐ ☐ ☐ ☐

Comments

Are electrical panels surrounded by at least three feet of clearance?	☐ ☐ ☐ ☐

Comments

Facility Exterior

Are all exterior areas of the organization properly illuminated?

Comments

Are exterior doors and windows secured from unauthorized access?

Comments

Are designated smoking areas restricted to certain areas and clearly marked?

Comments

Is the building's address clearly displayed and easy to locate?

Comments

Are outside areas free of combustible material accumulation?

Comments

Is fire exposure from adjoining buildings limited by building separation or fire barriers?

Comments

Are fire hydrants protected against accidental damage?

Comments

Are fire hydrants free from any physical obstructions?

Comments

Is perimeter fencing in good repair?

Exits, Walkways and Fire Doors

Are exit doors and pathways free of physical obstructions and trip hazards?

Comments

Are exit doors unlocked when the building is occupied?

Comments

Are at least two fire exits provided for each smoke compartment?

Comments

Are fire exits equipped with panic bars or hardware?

Comments

Are paths to fire protection equipment unobstructed?

Comments

Are emergency exit signs properly illuminated and contain backup batteries?

Comments

Are fire doors free from visible damage?

Comments

Are fire doors free from physical obstructions that prevent closure?

Comments

Are areas near fire doors free from combustible materials?

Storage

Are supplies and equipment stored on racks that are protected by an automatic sprinkler system?

Comments

Are storage rooms protected by fire barriers or automatic sprinklers?

Comments

Are trash rooms protected by fire barriers or automatic sprinklers?

Comments

Are compressed gas cylinders stored away from ignition sources?

Comments

Are compressed gas cylinders secured against tipping and damage?

Comments

Are combustible liquids stored in an appropriate fire-proof cabinet?

Comments

Are supplies and stock located at least 3 feet from heating units and ductwork?

Comments

Fire Alarms and Suppression Equipment

Is an inspection schedule in place that checks fire extinguishers at least monthly?

Comments

Do all fire extinguishers have service tags that are up to date?

Comments

Are fire extinguishers mounted securely on the wall or in an approved cabinet?

Comments

Are all fire extinguishers fully charged?

Comments

Are fire extinguishers conveniently located and readily accessible?

Comments

Are fire extinguishers appropriate for the types of hazards present?

Comments

Do sprinkler heads have adequate clearance around each deflector?

Comments

Is sprinkler system water supply equipment free of leaks, corrosion or foreign material obstruction?

Comments

Fire Alarms and Suppression Equipment Cont.

Are fire alarm zones (areas) clearly marked?

Comments

Does smoke alarm activation cause the release of hold-open devices on smoke compartment doors?

Comments

Does the alarm system include initiation devices that provide immediate evacuation notification to occupants?

Comments

Looking for more information on fire codes and standards?

Visit the National Fire Protection Association (NFPA) website.

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AkitaBox

Compliance-Driven Software Designed to Improve Your Inspection Routines

As the industry's leading software for collecting and analyzing building infrastructure data, AkitaBox helps your organization achieve operational excellence and ensure compliance within your buildings.

AkitaBox's inspections application is designed to help facilities teams stay on top of preventive maintenance and inspection rounds. Automatically generate and assign inspection tasks, get a real-time view of inspection progress, and easily monitor ongoing work across all of your buildings. Drill into associated work orders within failed inspections, and gain a better understanding of your overall compliance posture.

If you're looking to learn more ways to simplify the inspections process in your organization, visit AkitaBox.com.

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