Fire Inspection Checklist

A fire-safety inspection of a building or workplace covering equipment, exits and hazards.

Inspected by _____ Date _____

Unit / ID _____ Location _____

Fire Extinguishers and Equipment	OK	DEFECT	N/A
Confirm extinguishers are present, charged and within their service date.	☐	☐	☐
Check the pressure gauge, pin and tamper seal on each unit. The needle should sit in the green zone; missing pins or broken tamper seals require servicing.	☐	☐	☐
Verify extinguishers are mounted, signed and unobstructed. Note the inspection tag date for each extinguisher.	☐	☐	☐
Confirm fire blankets and hose reels, where fitted, are accessible.	☐	☐	☐
Check that monthly and annual inspection records are current.	☐	☐	☐

Exits, Doors and Lighting	OK	DEFECT	N/A
Walk every exit route and confirm it is clear and unobstructed.	☐	☐	☐
Check exit doors open freely and are not locked or blocked.	☐	☐	☐
Confirm fire doors close and latch and are not propped open. Wedging fire doors open allows smoke and flames to spread rapidly along corridors and escape routes.	☐	☐	☐
Verify exit and directional signs are visible and illuminated. Report any propped fire door or failed exit sign immediately.	☐	☐	☐
Test emergency and backup lighting along escape routes.	☐	☐	☐
Confirm stairwells are clear and self-closing doors function.	☐	☐	☐

Alarms and Detection Systems	OK	DEFECT	N/A
Confirm smoke and heat detectors are in place and not painted over. Paint or heavy dust over sensor vents blinds the device and delays critical early warning.	☐	☐	☐
Verify the fire alarm panel shows no faults and is monitored.	☐	☐	☐
Test that alarm signals are audible and visible throughout.	☐	☐	☐
Check manual call points are accessible and unobstructed.	☐	☐	☐
Confirm the last alarm service and test dates are recorded.	☐	☐	☐

Sprinklers and Suppression	OK	DEFECT	N/A
Confirm sprinkler heads are unobstructed and undamaged.	☐	☐	☐
Verify at least the required clearance below each sprinkler head. Keep storage well below sprinkler heads to maintain coverage.	☐	☐	☐
Check control valves are open, accessible and supervised.	☐	☐	☐
Confirm kitchen or specialty suppression systems are serviced.	☐	☐	☐
Verify the last sprinkler inspection and service dates are recorded.	☐	☐	☐

Hazards and Storage	OK	DEFECT	N/A
Check electrical panels are accessible with required clearance. Keep a clear, unobstructed zone around panels to ensure quick access during an emergency shutdown.	☐	☐	☐
Inspect wiring, cords and sockets for damage or overloading.	☐	☐	☐
Confirm flammable liquids are stored in approved cabinets.	☐	☐	☐
Verify combustible waste and materials are kept away from ignition sources.	☐	☐	☐
Check that aisles, exits and equipment access remain clear.	☐	☐	☐

Documentation and Follow-Up	OK	DEFECT	N/A
Record the date, inspector and areas covered.	☐	☐	☐
Document each deficiency with a clear location and description. Include photos and specific room numbers to help maintenance teams locate and fix issues quickly.	☐	☐	☐
Assign corrective actions with owners and target dates.	☐	☐	☐
Track deficiencies to closure and verify completed repairs.	☐	☐	☐
Confirm inspection records are retained and accessible. This is general guidance only and does not replace OSHA regulations, local fire codes, formal training or inspection by a qualified person or the authority having jurisdiction; confirm requirements for your building.	☐	☐	☐

Notes / defects found

Inspector sign-off

Result (Compliant / Corrective action needed): _____

Defects reported to (supervisor): _____

Signature: _____