

Fire Inspection Checklist

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

Fire Extinguishers and Equipment

- ☐ Confirm extinguishers are present, charged and within their service date.
- ☐ Check the pressure gauge, pin and tamper seal on each unit.
- ☐ 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

- ☐ 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.
- ☐ 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

- ☐ Confirm smoke and heat detectors are in place and not painted over.
- ☐ 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

- ☐ 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

- ☐ Check electrical panels are accessible with required clearance.
- ☐ 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

- ☐ Record the date, inspector and areas covered.
- ☐ Document each deficiency with a clear location and description.
- ☐ Assign corrective actions with owners and target dates.

- ☐ Track deficiencies to closure and verify completed repairs.
- ☐ Confirm inspection records are retained and accessible.
- ☐ Important: 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.