



## SOUTH KING FIRE & RESCUE

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Federal Way, WA 98003  
Prevention: 253-946-7348  
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Email: [prevention.web@southkingfire.org](mailto:prevention.web@southkingfire.org)

## WORKPLACE FIRE SAFETY CHECKLIST

### EXTERIOR

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- ✓ **Are address numbers for the building or your business space clearly visible from the street or driveway?** All emergency vehicles (fire, police, or ambulance) must be able to find your business. Numbers should be at least 4" high.
- ✓ **Can emergency vehicles gain access to your business without being obstructed by parked vehicles?**
- ✓ **Are vehicles parked within the fire lane or access roads?** Remember, fire department emergency vehicles are very large and difficult to maneuver in tight places. Help us get to your buildings by keeping the roads clear.
- ✓ **Is the area around your building free of trash or combustible debris?** If a fire occurs outside the building, combustible material will just add fuel to the fire allowing it to spread to the building.
- ✓ **Is the trash dumpster for your business more than five feet from the building's exterior wall, roof overhang or any opening like a door or window?** If the dumpster is too close and were to catch on fire, it would likely spread to the building.

### ELECTRICAL

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- ✓ **Are the electrical appliances and the cords supplying power to them in good working condition?** Frayed power cords and worn or poorly maintained electrical equipment can start a fire.
- ✓ **Do all your electrical extension cords have a circuit breaker?** Lightweight extension cords are never allowed in a commercial business other than for a very short-term temporary need, not in place of permanent wiring. A UL listed power strip with a built-in circuit breaker may be used to increase the number of available outlets in an area. These power strips must be plugged directly into an outlet. They must not be used with extension cords nor "daisy-chained" to one another. Do not plug high-draw appliances into power strips as they are not rated for that application.
- ✓ **Is there a clear area in front of the circuit breaker panel?** In an emergency, when access is necessary to get to the circuit breaker panel, you don't want anything in your way. Also, if there is a fire in the panel, the storage in front of it may allow the fire to spread.
- ✓ **Is there a cover on all electrical switches, outlets and junction boxes?** Missing covers are a common safety hazard and are very inexpensive to correct.
- ✓ **Are all circuit breakers within the panel identified?** If you need to turn the power off to a certain part of your business or piece of equipment, it is necessary to have the circuit breaker identified.

### EXITING

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- ✓ **If the power goes out, can you, your employees and customers see well enough to get out of the building safely?** It may be necessary to install emergency illumination that will work automatically when the power goes out. You should have a working flashlight handy.
- ✓ **Are all the doors used for exiting unlocked whenever you are open for business?** All doors used for exiting purposes must be openable without the use of a key anytime the building is occupied. This includes employees as well as the public.
- ✓ **Is there a clear aisle or passageway to all exit doors?** Building occupants must be able to get to the exit doors without having to go around displays that are in the way. They must also be able to get out without tripping over anything.
- ✓ **Are the lighted exit signs in your business working?** If you have lighted signs in your business, the light bulbs must be replaced whenever they burn out.

## MISCELLANEOUS

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- ✓ **Combustible/flammable liquids.** If you have questions, please call us.
- ✓ **Is storage orderly and at least two feet below the ceiling in your storage area?** While it is sometimes difficult, storage in the storeroom should be kept away from light fixtures, air supply and exhaust fans.
- ✓ **If you have a compressed gas cylinder within your business, is it secured so it can't fall or be knocked over?** Many businesses have compressed gas tanks that will sail away like a rocket if they tip over and the control valve breaks off.
- ✓ **Do you know how to turn the natural gas supply off to your business?** If the furnace malfunctions and there is a gas leak, you should know how to turn off the fuel supply in a hurry.
- ✓ **Have you had your furnace serviced in the last twelve months?** Not only will the furnace work more efficiently, the cost of operation may be less. Remember to change the filters regularly.
- ✓ **Is there an emergency 9-1-1 sticker on or near your telephone(s)?** You would be amazed at how many people forget this number in an emergency situation! Do your employees know the street address of your business?

## HEATING

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- ✓ **Is the area around the furnace clear of combustible material?** This is important when the furnace is located in the open area of your business and it is necessary to work around it. It still generates heat and will help start a fire.
- ✓ **If you use a portable electric heater, is it the style that will automatically shut off when tipped over?** If you have to use a portable heater, it must be electric. If it won't shut off automatically when tipped over, replace it with one that will. Kerosene heaters are not allowed for use in commercial businesses.
- ✓ **When you use your portable electric heater, do you keep it away from combustible materials?** Electric heaters will ignite combustibles in a very short amount of time. It usually happens when nobody is in the room.
- ✓ **Is your portable heater plugged directly into a wall outlet?** Don't use any kind of extension wiring for a portable electric heater (not even a power strip equipped with a circuit breaker). Portable electric heaters consume a large amount of electricity and will trip the power strip circuit cord breaker or melt an ordinary extension cord.

## FIRE EXTINGUISHERS

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- ✓ **Is there at least one portable fire extinguisher mounted in your business?**
- ✓ **Have all fire extinguishers been inspected by properly trained service technicians?**
- ✓ **Is it readily accessible and visible to you?**
- ✓ **Do you and your employees know how to use your fire extinguisher?**

**Would you like free, Hands-Only CPR training for your employees?**

**Contact our Community Affairs Office at [cao.web@southkingfire.org](mailto:cao.web@southkingfire.org) or call 253-946-7347 for more information.**

**If you have any questions about fire safety, contact our Fire Prevention Division at [prevention.web@southkingfire.org](mailto:prevention.web@southkingfire.org) or call 253-946-7348.**