Fire Safety Checklist for Offices and Workspaces:

- Check your usage of electrical cords: *(this was the number 1 most common violation during recent inspections)*
  - Space Heaters, Refrigerators, Microwaves and Toaster ovens must be plugged directly into the wall outlets
  - Extension cords must be plugged directly into an outlet, not into another extension cord or power strip
  - Make sure outlets are not overloaded
  - If you are not sure if a circuit is overloaded, or if you need additional electrical service, contact Physical Plant
  - Report all damaged cords on electrical equipment to your supervisor or Physical Plant
  - Don’t use household type extension cords on campus, they are usually not adequate to carry the load

- Keep exits, exit pathways and all emergency equipment clear and unobstructed

- Materials should not be stored in stairwells; materials cannot be stacked any closer than 24 inches to the ceiling.

- Do not store furnishings/materials in basement hallways, electrical or mechanical rooms – call Physical Plant to have unneeded materials/furnishings properly stored or disposal.

- Offices, storage areas, shops, labs and other work areas should be neat and orderly and chemicals should be stored in labeled, closed containers in the appropriate location.

- Access to electrical, mechanical and emergency equipment should be kept clear at all times (electrical panel boxes, mechanical rooms, sprinkler controls, fire extinguishers, eye wash stations, etc.)

- Keep fire doors closed as much as possible

- Do not park vehicles in any marked fire lane

- Missing ceiling tiles should be put back in place or reported to Physical Plant

- Exit signs or emergency lights without illumination should be reported to Physical Plant

Questions/comments please contact:

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