

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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