



Fire Safety Checklist for Offices and Workspaces

- Check the Use of Electrical Items
 - Make sure heaters and refrigerators are plugged directly into a wall outlets, not into extension cords or power strips.
 - Make sure extension cords are used only for temporary power supply and are commercial grade. Household-type extension cords are usually not adequate to carry the load.
 - Do not “Daisy Chain” extension cords and power strips. Extension cords & power strips must be plugged directly into an outlet, not into another extension cord or power strip.
 - Make sure outlets, circuits, extension cords and power strips 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. Take equipment with damaged cords out of service.

- Check the Use of Space Heaters
 - Make sure heater is placed on a dry, level, stable surface at least 3 feet from furniture, files or other combustible items. Do not place items (books, papers, files, etc.) on top of or under the space heater.
 - Make sure the space heater is plugged directly into an outlet. Do not use an extension cord or power strip. Do not use heaters with cords that are cracked or frayed.
 - Make sure to turn off the space heater when you leave the area and at the end of the work day.
 - Make sure space heaters have been approved by EHS and Physical Plant.
 - Refer to the EHS Space Heater information page for additional information:
<http://www.hvcc.edu/ehs/fire/spaceheaters.html>

- Check your Office and Department Spaces
 - Make sure doors are able to open fully.
 - Do not hang items from ceilings, sprinkler heads or fire alarm devices.
 - Keep exits and exit pathways clear and unobstructed.
 - Keep offices, storage areas, shops, labs and work spaces neat and orderly. Papers and other items should be kept to a minimum. Store chemicals in labeled, closed containers. Please recycle, surplus or dispose of all unnecessary items.
 - Storage height of items must be at least 24 inches below the ceiling in areas without sprinkler systems and 18 inches in areas with sprinkler systems
 - Do not store items in stairwells, hallways, electrical or mechanical rooms – call Physical Plant to have unneeded materials/furnishings properly stored or disposed
 - Keep access to electrical, mechanical and emergency equipment clear at all times (electrical panel boxes, mechanical rooms, sprinkler controls, fire extinguishers, eye wash stations, etc.)
 - Keep fire doors closed. Fire rated doors must be kept closed if no one is in the room. If you do not know if your door is fire rated contact Physical Plant.
 - Put missing ceiling tiles back in place or report to Physical Plant.
 - Report exit signs or emergency lights without illumination to Physical Plant.

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