



FIRE SAFETY CHECKLIST

Provided by Trillium Mutual Insurance



This checklist outlines practical steps that can help reduce the risk of a major fire loss. Reviewing these items regularly can support safer operations and help protect employees, customers, and property.

01. FIRE SAFETY

- Do you have a fire safety plan in place for your business?
- Is there a designated safe meeting location outside of the building?
- Is someone responsible for ensuring everyone evacuates safely?
- Has your escape plan been practiced at least twice a year?

02. SMOKE ALARMS

- Are smoke alarms installed throughout the business where required?
- Have smoke alarms been tested this month?
- If you have a fire sprinkler system, when was it last inspected?

03. HEATING APPLANCES

- Have all wood-burning appliances been properly cleaned and inspected by a qualified professional?
- Are portable heaters kept at least three feet away from loose drapes, furniture, and other combustibles?
- Are all flammable liquids stored in approved containers and kept away from heat sources?

04. KITCHEN SAFETY

- Are combustibles (e.g., towels, loose clothing, oil spray bottles) kept away from heating elements?
- Are cooking surfaces kept clean and free of grease buildup?
- Is the cooking area attended at all times when equipment is in use?

05. ELECTRICAL

- Have missing knockout fillers been replaced in electrical panels?
- Have extension cords been replaced with permanent wiring where required?
- Has a risk inspection identified potential electrical hotspots using thermal imaging?
- Have temporary heaters been replaced with permanent appliances installed by a licensed contractor?

06. GENERAL

- Are exhaust vents clear and free of obstructions?
- Are tools and appliances unplugged when not in use?
- Are chemicals properly stored in designated areas?
- Is all necessary storage kept away from sources of heat?