



Housekeeping Checklist for Fire Prevention

Good housekeeping is an important part of reducing the fire risk of a property. Accumulations of combustible scrap materials and trash can provide a fuel source and contribute to fire development. Additionally, accumulations of dust and small fibrous materials will increase the likelihood of a flash fire or dust explosion. The following basic housekeeping procedures should be established.

General	Yes	No	N/A
Are aisles free of equipment, raw material, and scrap?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment and machinery designed to allow for easy cleaning and organized to allow for removal of waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floors cleaned daily to prevent the buildup of dust, waste paper, and scrap?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If smoking is permitted, are designated smoking areas established and "No Smoking" signs posted in all other areas of the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are non-combustible receptacles for smoking materials provided and routinely emptied by the staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash			
Are trash containers emptied daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are trash containers, with a capacity greater than 40 gal (0.15 m ³), made from non-combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are trash dumpsters and trash containers, with a capacity greater than 40.5 ft ³ (1.15 m ³), stored outside buildings, and not within 10 ft (3m) of combustible walls, openings, or combustible roof eaves lines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are trash separated by type (i.e., wood, paper, oily rags) and placed in non-combustible containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is waste from packaging, such as shredded paper and plastic, removed from the work area daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooking			
Are cooking appliances equipped with easily accessible and removable non-combustible grease filters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are grease containers emptied at least daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are raw materials storage areas routinely monitored and cleaned to prevent the buildup of combustible dusts, such as from sugar and starches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hoods and ducts vented to the exterior of the building and provided with an accessible opening for inspection and cleaning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust Control			
Are good housekeeping practices followed, including routine cleaning of dusts over 1/8 in (3.18 mm) in depth from all surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the access to dust collection areas restricted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is electrical equipment that is installed in dust collection areas, listed/approved for Class II Division 1 use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Flammable and Combustible Liquids

	Yes	No	N/A
Are drip pans under equipment cleaned daily to prevent the accumulations of flammable liquids?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are liquid-soaked rags and paper from cleaning operations placed in covered metal containers and disposed of on a daily basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Laundry

Are dryer exhaust systems routed away from combustibile materials and access provided for routine cleaning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the lint from clothes dryers removed on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Spray Finishing

Are spray areas kept free of the accumulation of deposits of combustibile residues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are filters for ventilating and exhaust systems replaced on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Refrigeration

Are compressors, fans, and circulation equipment used in freezers, coolers, and cold storage rooms included in a regular cleaning and maintenance program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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