

# FIRE SAFETY CHECKLIST

PLEASE CHECK APPLICABLE ITEMS EACH MONTH ✓	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
All EXIT SIGNS are lit												
EXIT SIGN battery test OK												
EMERGENCY light battery test OK												
EXIT DOORS are not obstructed												
EXIT DOORS have only ONE lock												
EXIT DOORS operate in one motion												
Aisle widths are maintained, no obstructions												
FIRE EXTINGUISHERS are visible												
FIRE EXTINGUISHERS are hung												
FIRE EXTINGUISHER annual inspection done												
FIRE ALARM system testing done												
Sprinkler and/or suppression system inspected												
All mechanical rooms are free of storage												
Clearance to sprinkler heads = / > 18"												
Cooking hood is clean												
EMERGENCY PLAN is posted												
MAX. OCCUPANCY sign is posted												
CERTIFICATE OF OCCUPANCY obtained												

**TOWN OF QUEENSBURY FIRE MARSHAL'S OFFICE ▪ PHONE 518-761-8205 ▪ FAX 518-745-4437**

**MICHAEL J. PALMER, FIRE MARSHAL ▪ GARY K. STILLMAN, DEPUTY FIRE MARSHAL**

YEAR: \_\_\_\_\_