**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** | | Y | N | N/A |
| 1 | Are aisles free of equipment, raw material, and scrap? |  |  |  |
| 2 | Is equipment and machinery designed to allow for easy cleaning and organized to allow for removal of waste? |  |  |  |
| 3 | Are floors cleaned daily to prevent the buildup of dust, waste paper, and scrap? |  |  |  |
| 4 | If smoking is permitted, are designated smoking areas established and “No Smoking” signs posted in all other areas of the facility? |  |  |  |
| 5 | Are non-combustible receptacles for smoking materials provided and routinely emptied by the staff? |  |  |  |
| **Trash** | |  |  |  |
| 1 | Are trash containers emptied daily? |  |  |  |
| 2 | Are trash containers, with a capacity greater than 40 gal (0.15 m3 ), made from noncombustible materials? |  |  |  |
| 3 | Are trash dumpsters and trash containers, with a capacity greater than 40.5 ft3 (1.15 m3 ), stored outside buildings, and not within 10 ft (3m) of combustible walls, openings, or combustible roof eaves lines? |  |  |  |
| 4 | Are trash separated by type (i.e., wood, paper, oily rags) and placed in noncombustible containers? |  |  |  |
| 5 | Is waste from packaging, such as shredded paper and plastic, removed form the work area daily? |  |  |  |
| **Cooking** | |  |  |  |
| 6 | Are cooking appliances equipped with easily accessible and removable noncombustible grease filters? |  |  |  |
| 7 | Are grease containers emptied at least daily? |  |  |  |
| 8 | Are raw materials storage areas routinely monitored and cleaned to prevent the buildup of combustible dusts, such as from sugar and starches? |  |  |  |
| 9 | Are hoods and ducts vented to the exterior of the building and provided with an accessible opening for inspection and cleaning? |  |  |  |
| **Dust Control** | |  |  |  |
| 10 | Are good housekeeping practices followed, including routine cleaning of dusts over 1/8 in (3.18 mm) in depth from all surfaces? |  |  |  |
| 11 | Is the access to dust collection areas restricted? |  |  |  |
|  | Is electrical equipment that is installed in dust collection areas, listed/approved for Class II Division 1 use? |  |  |  |
| **Flammable and Combustible Liquids** | |  |  |  |
| 12 | Are drip pans under equipment cleaned daily to prevent the accumulations of flammable liquids? |  |  |  |
| 13 | Are liquid-soaked rags and paper from cleaning operations placed in covered metal containers and disposed of on a daily basis? |  |  |  |
| **Laundry** | |  |  |  |
| 14 | Are dryer exhaust systems routed away from combustible materials and access provided for routine cleaning? |  |  |  |
| 15 | Is the lint from clothes dryers removed on a regular basis? |  |  |  |
| **Spray Finishing** | |  |  |  |
| 16 | Are spray areas kept free of the accumulation of deposits of combustible residues? |  |  |  |
| 17 | Are filters for ventilating and exhaust systems replaced on a regular basis? |  |  |  |
| **Refrigeration** | |  |  |  |
| 18 | Are compressors, fans, and circulation equipment used in freezers, coolers, and cold storage rooms included in a regular cleaning and maintenance program? |  |  |  |