



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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