



Office Fire Safety

This client handout provides information and guidance on office fire safety based on the historical trends related to office fires, as provided in the report, US Structure Fires in Office Occupancies, published by the National Fire Protection Association (NFPA), in August of 2013.

Electrical equipment causes more than 12 percent of office property fires. The following recommendations can help reduce the likelihood of electrical equipment fires:

- Remove combustible materials, such as trashcans, paper, and cardboard boxes, from the area in front of and to the sides of outlets, panel boxes, or other heat-producing electrical equipment.
- Limit the use of extension cords to only those instances when fixed wiring is not available.
- Inspect extension cords for damage frequently. Check light fixtures, bulbs, and displays for visible signs for damage.

Intentionally-set fires account for ten percent of office fires and 20 percent of the property losses. The following recommendations can help reduce the likelihood of intentionally-set fires:

- Implement a security and an emergency management program, including evacuation procedures, building access control, and regular guard tours.
- Conduct periodic emergency drills.
- Provide adequate illumination in all areas of the property, including parking lots and garages.

Heating equipment is responsible for more than 11 percent of office fires. The following recommendations can help reduce the likelihood of heating equipment fires:

- Have heating, ventilation, and air conditioning (HVAC) equipment serviced by a qualified technician at least annually and before each seasonal startup.
- Prohibit the use of portable space heaters.
- Keep combustible materials at least 3 ft (9 m) from boilers, furnaces, and other heating units.

Smoking causes more than five percent of office fires. The following recommendations can help reduce the likelihood of smoking-related fires:

- Prohibit smoking in the building.
- Provide non-combustible containers outside each entranceway for disposal of smoking materials.
- Install smoke detection equipment in areas subject to unauthorized smoking, such as bathrooms and closets.



Cooking equipment causes nearly 29 percent of office fires. The following recommendations can help reduce the likelihood of cooking equipment fires:

- Ensure office kitchen areas are cleaned daily.
- Prohibit the use of “hot plates.”
- Ensure that stoves, ovens, and other cooking equipment are serviced at least annually by a qualified technician.

COPYRIGHT ©2013, ISO Services, Inc.

CH-25-46 10/24/13

The information, suggestions and recommendations contained herein are for general informational purposes only. This information has been compiled from sources believed to be reliable. Risk Consulting Services do not address every possible loss potential, law, rule, regulation, practice or procedure. No warranty, guarantee, or representation, either expressed or implied, is made as to the correctness or sufficiency of any such service. Reliance upon, or compliance with, any recommendation in no way guarantees any result, including without limitation the fulfillment of your obligations under your insurance policy or as may otherwise be required by any laws, rules or regulations. No responsibility is assumed for the discovery and/or elimination of any hazards that could cause accidents, injury or damage. The information contained herein should not be construed as financial, accounting, tax or legal advice and does not create an attorney-client relationship.

This document is not intended to replace any recommendations from your equipment manufacturers. If you are unsure about any particular testing or maintenance procedure, please contact the manufacturer or your equipment service representative.

American International Group, Inc. (AIG) is a leading global insurance organization. AIG member companies provide a wide range of property casualty insurance, life insurance, retirement solutions, and other financial services to customers in more than 80 countries and jurisdictions. These diverse offerings include products and services that help businesses and individuals protect their assets, manage risks and provide for retirement security. AIG common stock is listed on the New York Stock Exchange. Additional information about AIG can be found at www.aig.com | YouTube: www.youtube.com/aig | Twitter: @AIGinsurance www.twitter.com/AIGinsurance | LinkedIn: www.linkedin.com/company/aig. These references with additional information about AIG have been provided as a convenience, and the information contained on such websites is not incorporated by reference into this document.

AIG is the marketing name for the worldwide property-casualty, life and retirement, and general insurance operations of American International Group, Inc. For additional information, please visit our website at www.aig.com. All products and services are written or provided by subsidiaries or affiliates of American International Group, Inc. Products or services may not be available in all countries and jurisdictions, and coverage is subject to underwriting requirements and actual policy language. Non-insurance products and services may be provided by independent third parties. Certain property-casualty coverages may be provided by a surplus lines insurer. Surplus lines insurers do not generally participate in state guaranty funds, and insureds are therefore not protected by such funds.

© American International Group, Inc. All rights reserved.