



**First** JUSTICE WITH  
LOVE AND JOY,  
OPEN TO AWE  
**Unitarian  
Universalist**  
SOCIETY OF SYRACUSE

## **FIRE SAFETY CHECKLIST**

### Annual Inspections and Cleaning/Maintenance as Needed

- Elevator
- Chair lift
- CO detectors
- Smoke/CO detectors
- Fire extinguishers
- Furnaces
- Exterior lighting
- Interior emergency wall pack lights

### Electric Services

- Review fuse boxes and circuit breakers
- Inspect electrical cords and extension cords
- Check major appliances (refrigerators, air conditioners, etc.) for proper connections
- Equip all wall sockets and light switches with plug guards

### Doors, Locks, Keys

- Install deadbolt locks on all exterior doors
- Install locks on all ground floor and second story windows
- Keep all doors (including interior) locked when unattended
- Change keying on locks periodically
- Keep track of keys
- Keep exits free of obstructions at all times
- Confirm all exit signs are lit and operable

### Flammable Items

- Secure gasoline and other fuel sources outside the building
- Be careful with combustible decorations
- Confirm any new upholstery, fabrics or furnishings are fire-retardant
- Be careful with lighted candles and lamp oils

Other

- Walls and ceiling of the furnace room should be lined with fire-resistant material such as concrete blocks
- Stored materials and debris will be kept clear of all furnaces
- Turn off organ when not in use
- Fire extinguishers should be in conspicuous, easy to reach locations with instructions clearly visible
- Staff and others using the building should be familiar with location and use of extinguishers

Approved by the Facilities Team, 9 March 2020