

## BUILDING SAFETY CHECKLIST FOR REOPENING A BUSINESS

(NOTE: ONLY QUALIFIED TECHNICIANS OR FIRE INSPECTORS TO PERFORM SAFETY CHECKS)

<input checked="" type="checkbox"/>	<b>Safety Check Item</b>
	<b>EXIT SIGNAGE AND EMERGENCY LIGHTING</b>
	Exit doors clearly marked, lighted, and free from obstructions.
	Exit doors closed and latch completely.
	Directions to exits are marked with visible signs.
	Exit signs are provided for every exit door.
	Emergency exit signs are properly illuminated.
	Emergency lighting systems function properly, if the power shuts off.
	<b>PORTABLE FIRE EXTINGUISHERS</b>
	Fire extinguishers are provided in adequate numbers and types.
	All fire extinguishers are installed on hangers, in brackets, or in cabinets.
	All fire extinguishers are fully charged, operable, and in designated places.
	Extinguisher records show the last 12 months of inspections have been performed.
	All fire extinguishers have a service tag showing maintenance was performed within year.
	Fire extinguishers properly marked with signage.
	Extinguisher cabinets are code compliant with breaker bars, hammer, and scored panels.
	<b>FLAMMABLE LIQUID STORAGE</b>
	Flammable liquids are stored in approved safety containers.
	Flammable liquid storage cabinets are provided where required.
	<b>FIRE SPRINKLER SYSTEM</b>
	The fire sprinkler system has been tested in the last year.
	All fire sprinklers have the appropriate clearance from obstructions and storage.
	Sprinklers are provided with the proper guards or escutcheons.
	Sprinkler system standpipe valves and fire department connections are marked appropriately.
	<b>FIRE ALARM SYSTEM</b>
	Fire alarm system has been tested within the last year.
	Fire detection systems (heat or smoke) have records for periodic testing according to code.
	Detectors are in proper working order and free from obstructions.
	<b>RESTAURANTS AND CAFETERIAS</b>
	Commercial kitchen cooking hood system serviced according to code.
	Commercial kitchen exhaust hood and duct has been cleaned according to code.
	Hood lighting protected with globes and cages.
	Nozzle caps are in place.
	Records show fusible links replaced within 6 months.
	Grease filters are in place with proper spacers.
	Piping and conduit secured in-place with proper hangers and brackets.
	<b>STANDPIPES AND HOSE SYSTEMS</b>
	Standpipe systems are inspected and serviced according to code.
	Building hose systems are marked correctly.
	Building hose systems have been serviced according to code.

## VIRUS SAFETY CONSIDERATIONS FOR REOPENING A BUSINESS

<input checked="" type="checkbox"/>	<b>Business Reopen Action Items</b>
	A written plan developed that will return employees to the workplace in phases.
	An individual designated as the workplace safety contact.
	Eliminated or limited face to face group meetings.
	Where group meetings are deemed necessary, a maximum limit has been established
	Access has been closed or limited to common areas (e.g. cafeterias, break rooms).
	The number of individuals allowed in each common area has been limited and posted.
	Documentation developed outlining available leave options (sick leave, paid time off, on-call).
	Policy has been developed to limit essential travel and less-essential travel.
	Policy has been developed with CDC guidelines regarding isolation following any travel.
	Personal Protective Equipment PPE provided or available to employees (gloves and face masks).
	Encourage wearing of masks and 6-foot social distance while at business.
	Schedule and conduct periodic employee health checks.
	Check the temperature of each employee upon arrival for work shift.
	Screen employees for exposure to COVID-19 persons.
	Establish sanitation protocols for the workplace according to CDC guidance.
	Developed accommodations for employees who are vulnerable (i.e. elderly, medical conditions).
	Report COVID-19 positive testing results to management and local health department.