

# **Catholic Mutual . . . "CARES"**

## **FIRE PREVENTION CHECKLIST**

### **ELECTRICAL**

1. Is there an adequate number of outlets? Is there an overuse/misuse of extension cords and multi-outlet power strips? \_\_\_\_

2. Is building electrical system over 20 years old? \_\_\_\_

If yes, Electrical System Inspection recommended unless location has an inspection/maintenance program that includes in-depth servicing by a qualified electrician.

3. Has the location had any problems with tripped circuits, dimming lights? \_\_\_\_

4. Does the building have a fuse box system rather than circuit breakers? \_\_\_\_  
If yes, recommend replacement to breakers.

5. Is service entrance wiring at least 10' off of ground? \_\_\_\_  
Is wiring clear from trees and branches? \_\_\_\_

Service entrance wiring needs to be at least 10' above ground, 12' over driveways/parking areas and higher if exposed to truck traffic.

\* Recommend Arc fault for kitchen, offices and bedrooms.

### **CANDLES**

1. Recommend having candles in double-insulated containers or secured by sturdy non-combustible base/holder. Care must be taken in the placement of candles in relation to seating, foot traffic areas, exits and away from combustibles.

2. Do not allow candles to be brought into church from parishioners or visitors. Only allow parish candles to be displayed and lit.

3. Prohibit candles in schools and all offices. Exception would be for religious/prayer purposes in a classroom, but they should be extinguished immediately when concluded.

4. No lit candles on live or artificial holiday greenery. Exception: Any artificial wreath i.e. advent wreath must be fire retardant treated and candles set in protective container. Would candles pose a fire hazard if left burning? \_\_\_\_
5. Are safe procedures in place to light candles? \_\_\_\_  
Is there a safe extinguishing container for matches or lighting sticks? \_\_\_\_

### LIGHTNING/SURGE PROTECTION

1. Does building have structural lightning system? Has it been inspected recently? If not, it is recommended to assure connections are good and grounding is adequate. \_\_\_\_
2. NFPA Lightning Hazard Assessment warranted? \_\_\_\_
3. Has facility had any surge related claims and or does facility have a high value exposure? \_\_\_\_  
  
If yes, recommend appropriate surge protection evaluation.
4. Recommend new electrical panels with built-in surge protection for any new commercial construction/renovation and/or claim related replacement.

### ARSON

1. Are security system procedures appropriate for the area? \_\_\_\_
2. Is interior and exterior lighting good? \_\_\_\_  
Are timers or photocells utilized? \_\_\_\_
  - The most effective deterrent against break-ins is a security detection system. Recommend good signage or window/door decals indicating system in place.

### KITCHEN/MISCELLANEOUS

1. Are exhaust hoods and filters kept clean? \_\_\_\_  
Are grease traps and grease drip trays checked? \_\_\_\_
2. Only allow trained staff to light pilots for stoves, ovens, furnaces and hot water heaters.