

Fire Prevention Highway/DPW Garage

DAILY CHECKLIST

- Disposal of combustible materials not being used/Storage in an orderly fashion with proper clearances and work spaces
- Electrical Circuit Panel Boxes - 36-inch clear area maintained in front of all boxes
- Fire watch maintained during welding and cutting operations
- No welding or cutting permitted within 1/2-hour of end of workday
- Minimum 3-ft clearance between stored materials and furnaces
- Smoking prohibited everywhere inside building
- Fire and Burglar Alarm control panels display no trouble lights
- Master cutoff switches being utilized by operators
- Fire watch maintained for at least 1/2-hour after the last truck or piece of heavy equipment returns

MONTHLY

- ___/___/___ Operational Master Cutoff Switches provided on ALL heavy vehicles and equipment
- ___/___/___ Fire extinguishers inspected with reverse side of tag signed
- ___/___/___ Electrical extension cords intact with grounding pins
- ___/___/___ Automatic sprinkler system heads should have 18-inch clearance
- ___/___/___ Flammable and combustible liquids stored in UL Listed or FM Approved metallic containers
- ___/___/___ Storage of Aerosol cans/ solvents in small containers in approved flame-proof cabinet or room
- ___/___/___ Metal container with fitted lid used for disposal of oily or solvent soaked rags
- ___/___/___ Spray painting jobs should take place outside or in an approved spray room or booth
- ___/___/___ Oxygen and acetylene cylinders separated by a distance of 20-feet or a 5-ft non-combustible barrier and chained in an upright position
- ___/___/___ Stored Gas cylinders -full or empty should be separated
- ___/___/___ Welding and cutting operations -designated area free of combustibles
- ___/___/___ Regular power washing of underside of plow trucks to remove salt and sand from electrical components

BIANNUAL

- ___/___/___ Vehicle battery cable and electrical system insulation checked for wear or abrasion
- ___/___/___ Containers with dispensed liquids properly labeled with the name of the material
- ___/___/___ Parts cleaning in an approved parts cleaning tank with lid held open by fusible link
- ___/___/___ Regular Disposal and separate drum or tank storage of: Waste oils, antifreeze and solvents
- ___/___/___ Oxy-acetylene torches equipped with flash arrestors at the regulator end and check valves at torch end
- ___/___/___ **NO SMOKING** and **STOP ENGINE WHILE REFUELING** signs posted at Refueling stations
- ___/___/___ Jersey barriers or posts positioned to protect fuel tanks from collision with a motor vehicle
- ___/___/___ Minimum 40B:C fire extinguisher located within 100-feet of each pump
- ___/___/___ Hot water heater in acceptable condition (look for signs of muddy water or increased sediment)
- ___/___/___ Domestic water lines in acceptable condition (check for visual signs of leakage or excessive corrosion)
- ___/___/___ Fire extinguishers with a minimum rating of 2A:40B:C provided every 50-feet with signs above

ANNUAL - Maintenance/Inspections

- ___/___/___/___ Monitored automatic fire alarm
- ___/___/___/___ Automatic sprinkler system
- ___/___/___/___ Monitored burglar alarm
- ___/___/___/___ Fire extinguishers by a fire protection specialist
- ___/___/___/___ Electrical receptacles tested for open grounds and reversed polarity
- ___/___/___/___ Cover plates on all panel boxes, receptacles and junction boxes
- ___/___/___/___ Properly Labeled Circuit breakers in panel boxes
- ___/___/___/___ Furnace hot-air exhaust ducts have a minimum 6-inch clearance to combustible material
- ___/___/___/___ Statutory boiler inspection certificate up-to-date for gas or oil-fired boiler having +100K BTU's per/hour

