



TOPEKA FIRE DEPARTMENT

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HOME FIRE SAFETY INSPECTION CHECKLIST

Exterior

- Ensure home address numbers are a minimum of 4 inches tall and clearly visible from the street
- For homes located more than 50 feet from the street, post address numbers at the driveway entrance
- Have tree limbs trimmed away from overhead electrical wires and chimney
- Remove leaves/debris from roof, eaves and gutters

Smoke Alarms & Carbon Monoxide (CO) Alarms

- Install smoke alarms *outside* sleeping area (hallway) and on every level of the home
- Install CO alarms in a central location outside sleeping area and on every level of the home
- Test smoke and CO alarms once a month; use a broom handle to reach ceiling mounted units
- Units with removable batteries, replace battery once a year (Use Daylight Savings Time as a reminder)
- Install adaptive smoke and CO alarms for occupants with special needs
- Replace smoke and CO alarm units every 10 years (or earlier if recommended by the manufacturer) and dispose of properly



Electrical

- Do not overload electrical outlets; additional outlets should be installed by a qualified electrician
- Use power-strips equipped with a surge protector safety feature (pictured below)
- Inspect electrical cords for damage; electrical cords should never be frayed, cracked, pinned to the wall or placed under rugs
- Maintain air space around electrical equipment (TV, DVD, etc.)
- Kitchen and bathroom outlets that are near countertop surfaces within 6 feet of running water should have a Ground Fault Circuit Interrupter outlet (GFCI outlet pictured below)
- If there are young children in the home, install tamper-resistant outlets or outlet safety covers
- Extension cords should only be used for temporary power needs; additional outlets should be installed by a qualified electrician when needed.



Heating Equipment & Fireplace

- Keep combustibles at least 3 feet away from space heaters and fireplace
- Ensure space heaters are equipped with an automatic shut-off function
- Do not use propane heaters inside the home or use the oven to heat the home
- Replace furnace filters regularly
- Keep clutter and other combustibles away from the water heater and furnace
- Remove lint from clothes dryer after each cycle and clean exhaust duct (flexible tube) annually
- Install a spark arrester on chimney and have the chimney inspected and cleaned annually



HOME FIRE SAFETY INSPECTION CHECKLIST

Flammable Liquids & Hazardous Materials

- Limit the amount of all chemicals stored in the home
- Store hazardous materials away from heat sources in containers with tight-fitting lids and correct identification labels
- Allow for ample ventilation when using flammable liquids and/or hazardous materials
- Store oily rags in an airtight metal container; oily rags placed in a pile can spontaneously ignite
- Dispose of household hazardous materials properly

Cooking Safety

- Never leave cooking unattended; set a timer as a reminder
- Cuff sleeves and turn pot handles inward when cooking to prevent burn injuries
- Do not store combustibles in oven or on top of stove
- Dispose of BBQ and fireplace ashes in metal container at least 3 feet away from combustibles
- Slide a lid to extinguish a cooking fire (see below)



Smoking & Candles

- Never leave burning cigarettes or candles unattended
- Never smoke in bed
- Use ashtrays that have a center support feature
- Place candles in sturdy holders at least 12 inches away from combustibles (curtains, clothing, etc.)
- Avoid using candles in the bedroom and other areas where occupants may fall asleep
- Store matches and lighters out of the reach of children



Fire Extinguishers

- Install multipurpose (ABC) extinguishers so they are visible and accessible (near kitchen and garage)
- Operate a fire extinguisher by using P.A.S.S. method: Pull the pin, Aim at the base of fire, Squeeze, and Sweep the extinguisher side-to-side
- Inspect extinguishers annually: pin should be secure, pressure gauge reads green, and rotate extinguisher annually to loosen powder
- Discard extinguishers properly



Develop & Practice A Home Escape Plan

- ✓ Know two exits out of every room
- ✓ Crawl low under smoke to escape fire
- ✓ Identify a safe meeting place outside (tree, mailbox, etc.)
- ✓ Dial 9-1-1 from a neighbors phone or cell phone to report the fire
- ✓ Once out, stay out!
- ✓ Practice your home escape plan with every member of the household

