

# 17 Ways to Fire Prevention in Your Workplace



## Commercial Fire & Security

is a one-stop source for your fire protection system, from fire alarm design, plan submittals and installation to monitoring, testing, and inspections. Commercial Fire & Security is a local New York company with its own Central Monitoring Station and Codes, Standards & Compliance Department, and staffs NICET-certified fire alarm system designers.

## 17 Smart Fire Prevention Practices For Your Business

### Employees:

1. Hold meetings to educate your employees on emergency evacuation plans.
2. Familiarize and train employees on how to use fire extinguishers and other fire-fighting tools.
3. Stage a fire drill at least once a year.
4. Clearly mark emergency exits and escape routes, and keep them unobstructed at all times.

### Workspace:

5. Provide a minimum of one 2A 10BC-rated fire extinguisher for every 75 ft of travel distance within every 6,000 sq ft. Mount fire extinguishers on the wall, three to five feet from the floor.
6. Provide quarterly maintenance and 5-year certification of your fire sprinkler system.
7. Remove trash and waste paper from the office on a regular basis.
8. Keep the furnace room, electrical rooms, and spaces below stairwells clear—never use them for storage.
9. Place heat-generating appliances such as copiers, heaters, and coffee makers away from combustible materials.
10. Keep your workspace and equipment well ventilated and clean—especially clear of oil and dust.

### Equipment:

11. Do not use electrical equipment when flammable gases, vapors, liquids, dust, or fibers are present.
12. Check to make sure your circuits are not overloaded.
13. Maintain free access to all electrical control panels. Material or equipment stored in front of the panels will slow down power shut-downs in an emergency situation.
14. Use extension cords ONLY for temporary wiring.
15. Replace any damaged or missing electrical components, including the covers on all plates.
16. Identify each circuit breaker in an electrical panel and install blanks for missing circuit breakers.
17. Clearly label the contents of all compressed gas cylinders. Chain cylinders to prevent them from falling over.



For a free life-safety security review, or to find out if your property is compliant with New York fire codes, Visit us at [CommFireNY.com](http://CommFireNY.com) or call (855) 237-3300 to get your free, custom quote.

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855-237-3300 • 75 W. Merrick Road, Freeport, NY 11520  
[info@CommFireNY.com](mailto:info@CommFireNY.com) • [www.CommFireNY.com](http://www.CommFireNY.com)



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