



## Off-Campus Living and Community Partnerships Fire Safety Checklist

This Fire Safety Checklist is intended as a guide for assessing measures that can be taken to prevent fire. Checking an item “No,” could indicate an area in need of attention.

This checklist is intended for use as an aid only and is not all-inclusive. Please contact **Rutgers Fire Safety at (732) 445-5326** for more information.

### Planning Ahead

Are there two exits from every room in your home?.....Yes  No

Are exit routes kept clear? .....Yes  No

Do you know how to quickly notify your local fire department?.....Yes  No

Does your home have working smoke detectors on every floor and in or near all bedrooms? .....Yes  No

Do you change the batteries in your smoke detectors twice a year (The start and end of Daylight Savings time is an easy way to remember.) .....Yes  No

Have you conducted a fire drill? .....Yes  No

### Safe Smoking Habits

Is smoking in bed prohibited in your home? .....Yes  No

Do you make sure that cigarette butts, cigar ends, and pipe ashes are completely extinguished before they are placed in the garbage can or dumpster? .....Yes  No

Are matches and lighters kept out of reach of children? .....Yes  No

### Furnaces, Heaters, Stove/Oven, Hot Plates

Are furnaces, stoves, and stovepipes kept in good repair and located far enough away from combustible walls and ceilings so that they do not create a hazard? .....Yes  No

Are portable space heaters properly maintained and kept at least three feet from people, curtains, bedding, or furniture?.....Yes  No

Call: 848-932-5500 Visit us: [ruoffcampus.rutgers.edu](http://ruoffcampus.rutgers.edu) Email: [RUoffcampus@echo.rutgers.edu](mailto:RUoffcampus@echo.rutgers.edu)



Are portable space heaters and hot plates turned off and unplugged when you leave the room, your home, or when you are sleeping? .....Yes  No

Do you have an annual inspection of your heating system? It should be cleaned and checked every year.....Yes  No

Do you keep curtains, sleeves, potholders, food packages, etc., away from the stove when cooking? .....Yes  No

Do you turn off the oven and/or stove when you are finished using it? .....Yes  No

### Electricity

Are electrical cords in good condition – no cracks or fraying? .....Yes  No

Do you take care that extension cords are never run under rugs, over doorways, or hooked over nails? .....Yes  No

Do you avoid using extension cords whenever possible?.....Yes  No

If necessary, do you use properly sized extension cords? (High-wattage appliances require heavy-duty cords.) .....Yes  No

When the breaker “trips” or a fuse blows, do you investigate WHY it happened? Do you remove excess appliances from a breaker circuit that frequently “trips”?.....Yes  No

Is the correct size fuse (20 amps for lighting circuits) in each socket in the fuse box? (If you don’t know the correct size, contact your landlord.) .....Yes  No

Is your TV well-ventilated? Allow air space around the TV and other appliances to prevent overheating.....Yes  No

### Fireplaces

If you have a fireplace, do you utilize a fireplace screen to prevent sparks from igniting items? .....Yes  No

Are combustible materials (rugs, fire starters) kept far enough away that sparks cannot ignite them?.....Yes  No

Has your chimney been inspected and cleaned within the last year? .....Yes  No



Other Hazards

Do you keep garbage, piles of paper, empty boxes, etc. cleaned out of the attic, basement, closets, garage, and yard? .....Yes  No

Do you keep items stored away from the furnace/heater? .....Yes  No

Are gasoline and other flammable liquids stored in safety cans, and kept well away from both heat and children? Keep flammable liquids (including propane) stored outside away from the house in a separate storage building. Do not fill a hot lawn mower or other motor; let it cool first. ....Yes  No

Do you extinguish candles, incense, or other scent devices when you leave the room, your home, or when you are sleeping? .....Yes  No

Is there a carbon monoxide detector near bedrooms or sleeping areas? .....Yes  No