

**Fire Damage Prevention Checklist**

Action	Needed?	Priority	Notes
Inspect/test/clean fire detection system			
Inspect/test/flush sprinkler system			
Inspect/test other suppression system			
Install fire detection system			
Install fire suppression system			
Install and test manual pull stations at all exit points			
Inspect fire extinguishers			
Purchase/recharge/replace fire extinguishers			
Have fire safety inspection by the fire department			
Arrange for staff fire safety/extinguisher training			
Schedule/hold fire drills			
Upgrade electrical system			
Institute closing procedures to reduce risks			
Ban smoking in the building			
Secure the bookdrop against arson			
Discuss collection priorities with local fire department			
Other			
Other			
Other			