

Small business preventative maintenance and housekeeping

A little effort on your part can prevent large problems down the road. If you take a few minutes each month to check on these items, you can prevent future problems.

- Are electrical outlets and power strips in your office and shop areas free from overloading?
- Are electrical panel doors closed with no open circuit breaker slots?
- Are electrical panels kept clean and free of dust in combustible atmospheres?
- Have electrical systems over 30 years of age been inspected by a qualified electrician?
- Do combustible materials (paper/cardboard) under electrical panels have a 36-inch clearance?
- Are roof gutters inspected and kept clean?
- Are adequate fire extinguishers inspected annually by a qualified service?
- Are warehouse rack storage with stored items set 18 inches below sprinkler heads?
- Are overhead sprinkler systems inspected annually by a qualified service?
- Is idle pallet storage at least 50 feet from the structure?
- Are electric HVAC filters changed quarterly?
- Does a qualified service annually inspect and clean gas heaters before seasonal use?
- Do gas/electric water heaters have tight fittings and are they free of adjacent combustible materials?
- Are flammable liquids stored in closed approved containers away from heat sources?
- Is there a plan in place to remove heavy snow loads on roofs?
- Is overgrowth on the building such as trees, vines and bushes cut back?
- Is there surge protection on electronics and high-value equipment?
- Do space heaters have a 36-inch clearance and are they turned off at the end of each work day?

INSPECTION COMPLETED BY: _____ **DATE:** _____

MAINTENANCE FOLLOW UP BY: _____ **DATE:** _____

This form, supplied by United Fire Group, merely provides minimum guidelines for you to follow and may be utilized as a tool for fact-gathering purposes to assist in your investigation. The information requested above is not exhaustive and you should, at your own discretion, request any necessary additional information as the specific situation may warrant.

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