

# Fire Safety

## Cooking Appliances

- ◀ Cooking appliances must only be used in designated break areas, lounges, or kitchens approved by facility management.
- ◀ Remove coffee pots, toasters, etc. from offices and laboratories.

## General Housekeeping

- ◀ Do not block fire extinguishers, eye washes, exits, and corridors with stored equipment, boxes, or furniture.
- ◀ Store combustible materials such as magazines, manuals, documents, paper towels, oily rags in a way that minimizes the potential fire hazard. (especially in non-sprinklered areas, by exits, and inside fume hoods)
- ◀ Minimize clutter in fume hoods, lab benches, storage areas, offices, and laboratories.
- ◀ Do not store furniture, equipment, or boxes of books, papers, etc. in the corridors.
- ◀ Make sure shelves used for chemical storage have lips or other restraints installed to prevent containers from falling in case of an earthquake.
- ◀ Only small amounts of flammable liquids may be stored outside of designated flammable cabinets meeting OSHA, NFPA, and CFC.

Please review the above issues with your personnel and check to make sure that your lab, office, storage spaces, and work areas comply with these fire and building code items. Please contact me or stockroom staff for additional details if you have any questions.