

safe evacuations.
Make sure all exit and emergency lights are illuminated and in good working order.
Mount your fire extinguishers on approved brackets in a clearly visible area. Have them inspected and re-tagged annually.
Test your fire alarm and sprinkler systems annually to make sure they are in good working order.
Make sure your smoke detectors are clean and tested monthly. Replace the batteries as needed.
Keep your fire doors either in a "closed" position or held open by a magnetic device. Do NOT use door stops, wedges, or anything else that would prevent the doors from closing in the event of a fire.
Maintain your self-closing fire doors with an annual fire alarm certification test.
Only use extension cords on a temporary basis, NEVER as permanent wiring. Extension cords cannot extend through walls, ceilings, floors, under or through doors and floor coverings. They can not be plugged into one another.
Make sure your electrical panel is clearly labeled and your junction boxes are covered. Maintain 36 inches of clearance in front of electrical boxes.
Do not store combustible or flammable items in the furnace room.

If you have any questions or concerns, visit our website at **sedgwickcounty.org/fire** or call 316-660-3473

