



BANSI SUPPLIERS

2026 Workplace Fire Safety Checklist

A monthly workplace checklist for fire extinguishers, emergency exits, assembly points and fire safety responsibilities.

Prepared for:	Offices, schools, warehouses, hotels, factories, institutions and facility managers.
Use this document to:	Plan procurement needs, compare suppliers, support internal approvals, and request accurate quotations.
Prepared by:	Bansi Suppliers - Corporate PPE, Office Furniture and Workplace Supply Solutions in Kenya.

For quotations, bulk supply support, VAT invoices and delivery arrangements across Kenya, contact **Bansi Suppliers.**

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Workplace Fire Safety Planning Guide

Use this checklist for routine fire safety checks in offices, schools, warehouses, hotels, institutions and workplaces.

- Assign a responsible person for monthly fire safety checks.
- Record inspection dates and corrective actions.
- Replace damaged or expired fire safety items immediately.
- Keep fire exits clear and visible at all times.

Fire Extinguisher Inspection Checklist

Extinguishers are visible and accessible	☐ Yes ☐ No	
Pressure gauge is in the correct range	☐ Yes ☐ No	
Safety pin and seal are intact	☐ Yes ☐ No	
Inspection tag is updated	☐ Yes ☐ No	
No visible damage or corrosion	☐ Yes ☐ No	
Correct extinguisher type is available for the area	☐ Yes ☐ No	
Staff know the nearest extinguisher location	☐ Yes ☐ No	

Emergency Exit Checklist

Exit routes are clear	☐ Yes ☐ No	
Exit signs are visible	☐ Yes ☐ No	
Doors open easily	☐ Yes ☐ No	
No goods or furniture blocking exits	☐ Yes ☐ No	
Emergency lighting works where installed	☐ Yes ☐ No	
Assembly point direction is displayed	☐ Yes ☐ No	
Visitors can identify exit routes	☐ Yes ☐ No	

Fire Assembly Point Checklist

Assembly point is clearly marked	☐ Yes ☐ No	
Area is safe and away from hazards	☐ Yes ☐ No	
Staff know where to assemble	☐ Yes ☐ No	
Visitor instructions are available	☐ Yes ☐ No	



Headcount procedure is assigned	☐ Yes ☐ No	
Emergency contacts are displayed	☐ Yes ☐ No	

Fire Warden Responsibilities

Check fire extinguishers	Monthly	
Confirm exits are clear	Weekly	
Update emergency contacts	Quarterly	
Coordinate fire drill	As scheduled	
Report hazards	Immediately	

Monthly Inspection Record



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Send your product list, quantities and delivery location to Bansi Suppliers. Our team can assist with quotations, product availability, bulk pricing, VAT invoices and delivery across Kenya.

Products supplied	PPE, safety equipment, office furniture, cleaning supplies, fire safety equipment and general workplace supplies.
Phone / WhatsApp	0722 353 974
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