

FIRE EXTINGUISHER PLACEMENT PLANNING FORM - GENERAL

Portable fire extinguisher placement can be difficult as you will have to consider many factors. This form will help guide you through the process.

STEP 1: IDENTIFY THE FIRE HAZARD TYPES & THEIR LOCATIONS

Instructions:

Walk through your particular building and identify the areas that could pose fire hazard. Eliminate or control the hazards that you can (e.g., remove improperly stored combustible materials such as old cardboard boxes). Mark the areas where there remains a fire risk on your building map (e.g., electrical room). The letters used represent the type of fire extinguisher that would be needed.

Date Performed:

Hazard	Action / Comments
Electrical Equipment & Wiring	
Mark a C on your building map where electrical equipment or breaker panels are located (e.g., packers, conveyers).	
- Faulty electrical equipment & wiring are a leading cause of fires. - You will want to place a fire extinguisher in close proximity (e.g., just outside the door) of any electrical rooms.	
Reminders:	
- Inspect & maintain electrical equipment and wiring on a regular basis. - Replace damaged cords & outlets immediately. - Electrical outlets should be equipped with GFCI. - Do not overload electrical outlets and power bars/power strips. - Electrical panels need to have 1 meter of clearance with secure footing in front of them. - Only qualified people (e.g., licensed electricians should perform electrical repairs and installations).	
Notes/Comments:	
Combustible Materials	
Mark an A on your building map where combustible materials are present.	
- Combustible materials can ignite and burn; examples include wood, paper, plastics, fabrics, etc. - Common examples of combustible materials can include cardboard boxes, some types of feed, etc.	
Reminders:	
- Do not store unnecessary combustible materials. - Store combustible materials away from heat sources. - Do not store combustible materials under stairways, pathways or near exits. - Use separate garbage bins for combustible and non-combustible waste.	
Notes/Comments:	
Flammable Materials	
Mark an B on your building map where flammable materials are present.	
- Flammable materials can ignite easily and burn quickly. - Examples of flammable materials include gasoline, paints & paint thinners, adhesives, degreasers, cleaners, rags soaked with these materials, spill cleanup products, etc.	
Reminders:	
- Do not store unnecessary flammable materials. - Store flammable materials away from heat sources and in a well-ventilated area.	

Notes/Comments:

Heating EquipmentMark an **①** on your building map where heating equipment is or may be located.

Reminders:

- Furnaces and boilers can malfunction and start fires if not properly maintained.
- Space heaters can be very dangerous and are known to start fires when used improperly, are poorly maintained and are not equipped with safety features like automatic shut offs.
- Never store flammable or combustible materials near heating equipment.

Notes/Comments:

Other: Hot Spots on Mechanical Equipment, Other Areas of ConcernMark an **Δ** on your building map where a hot spot on equipment could be present and where you have identified another area of concern relating to a fire hazard.

Reminders:

- Dusty conditions and debris combined with hot spots from belts, bearings, etc. can create a fire hazard.
- Manure gases (e.g., hydrogen sulfide) are flammable and explosive; any small fires near such an area would need to be extinguished right away

Notes/Comments:

STEP 2: IDENTIFY THE CORRECT TYPE(S) OF FIRE EXTINGUISHERS YOU WILL NEED**Fire Extinguisher Types**

CLASS OF FIRE	TYPE OF FIRE	APPROVED FIRE EXTINGUISHER
 A Ordinary Combustibles	Wood, paper, cloth	Type A; Type A-B; Type A-B-C
 B Flammable Liquids	Gasoline, paints, oils, grease	Type A-B; Type B-C; Type A-B-C
 C Live Electrical Equipment	Electrical wiring, fuse box	Type B-C; Type A-B-C
 D Combustible Metal	Metals	Bucket of Sand; Type D
 K Commercial Cooking Equipment	Commercial cooking oil appliances	*Wet Chemical; Class K

*Class K extinguishers may require specific training, including when they should be used or not used. For example, the extinguishing agents in many Class K extinguishers are electrically conductive and should only be used after electrical power to the kitchen appliance has been shut off.

Image source: [Canadian Center for Occupational Health and Safety](https://www.ccohs.ca/osh/safety/topics/fire-extinguishers/)

Instructions:

You will need to have the right type of fire extinguisher for the fire hazard. Use this chart and your barn map to determine the correct type of fire extinguisher(s) for each area.

Don't forget to consider the fire hazards relating to heating equipment and any other hazards that you have identified.

STEP 3: MARK WHERE YOU WILL PLACE YOUR FIRE EXTINGUISHERS ON YOUR BARN MAP**Instructions:**

The Maximum Travel Distance measured must be the distance someone would have to walk to a fire extinguisher. It is important not to exceed the maximum travel distances, and you must recognize where things may be interfering with the path to a fire extinguisher. Fire extinguishers are designed to be used on small fires only (e.g., one that has just started) & most empty in under 30 seconds. Remember to consider how long it will take to get to a fire extinguisher and how long it will take to get back to where the fire is as a lot can happen in that amount of time.

Maximum Travel Distances ***The distance measured must be the distance someone would have to walk*

Class A Fire Hazards Maximum travel distance extinguisher	75 feet
Class B Fire Hazards Maximum travel distance extinguisher	30 to 50 feet
Class C Fire Hazards Maximum travel distance extinguisher	Required where energized electrical equipment is located; fire extinguishers shall be located on the basis of anticipated Class A or Class B Hazards.
Class D Fire Hazards Maximum travel distance extinguisher	75 feet
Class K Fire Hazards Maximum travel distance extinguisher	30 feet

Source: [NFPA 10 Inspection, Maintenance, and Recharging](#)**How & Where Fire Extinguishers Should Be Located**

Fire extinguishers:

- Need to be placed where they are easy to get at and are clearly visible. If there is something in the way that cannot be moved and that makes it harder to see the fire extinguisher, you can use signs to show where the fire extinguisher is located.
- Fire extinguishers should be placed along normal paths of travel so that they are available to people when evacuating.
- If welding repairs and other types of hot work are performed in various places around the barn, having a fire extinguisher on a wheeled fire extinguisher cart would be an appropriate measure. The cart can then be moved to wherever the work is taking place.
- Fire extinguishers under 40lbs need to be installed at least 4 inches off the ground, up to a maximum of 5 ft. Fire extinguishers over 40lbs can only be up to 3ft 6 inches off the ground (this is according to NFPA standards).
- Fire extinguishers stored outdoors will need some sort of measure(s) taken to protect them from weather and damage. These measures should not interfere with quickly accessing and using the fire extinguisher.

Instructions:

Number each location where you think a fire extinguisher should be placed on your barn map. Write the type of fire extinguisher, a description of its location, and any special notes or considerations (e.g., a sign needs to be hung in a more visible place). Fire extinguishers need to be visually inspected monthly and certified each year. This list can be used to create the basis of your fire extinguisher inspection forms if they are not included as a part of your monthly workplace inspection.

Fire Extinguisher Details			
Fire Extinguisher Number		Fire Extinguisher Type	
Description of Location		Placed along a normal path of travel	
Comments/Notes			
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Signatures			
Print Name	Print Job Title	Signature	Date