## Fire Safety Tips for Commercial Facilities and Office Spaces

- Ensure that all fire alarms and sprinkler systems are installed and regularly maintained.
- Develop and practice an evacuation plan, making sure all employees are familiar with it.
- Keep all exit routes and fire doors always clear of obstructions.
- Conduct regular fire drills to ensure everyone knows how to evacuate quickly and safely.
- Install emergency lighting in stairwells and corridors to guide people during an evacuation.
- Ensure that all electrical equipment is properly maintained and inspected regularly to prevent electrical fires.
- Store flammable materials in approved containers and keep them away from ignition sources.
- Have fire extinguishers readily available and ensure all employees know how to use them.
- Implement a no-smoking policy within the building and designate safe smoking areas outside.
- Ensure all employees are trained in basic fire safety procedures, including the use of fire extinguishers and the importance of reporting fire hazards.

