



# The U.S. Fire Administration website states: statistically, several causes of office and store fires are the same as those for house fires:

- 29.4% are caused by cooking
- 11.2% are intentionally caused
- 9.3% are caused by electrical malfunction
- 7.8% are either unintentional or careless
- 7.6% are caused by appliances

## To reduce the likelihood of fires, we strongly recommend you follow the safety measures below:

- 1. Check for damaged or overloaded electrical cords and cables
- 2. Keep anything that can burn a safe distance away from any electrical equipment
- 3. Never leave portable heating devices unattended
- 4. Store chemicals or flammables in Underwriters Laboratories approved storage containers
- 5. Make sure smoke alarms and fire sprinklers are properly installed and working
- 6. Ensure that all fire protection features are properly designed, installed and maintained

### It is also important to implement the below protocols:

- 1. Clearly post fire escapes and routes on all levels of a building
- 2. Educate employees on exit locations, escape routes and fire protection equipment
- 3. Check the condition of fire ladders/escapes
- 4. Conduct regular emergency drills

### Additionally, to further protect occupants of rented or leased living spaces, we encourage the following:

- 1. Change the batteries in fire and smoke detectors every six months
- 2. Carbon monoxide detectors are mandatory and should be installed in every level of the dwelling, including the basement and attic if these spaces contain living areas. Carbon monoxide detectors should be installed within 10 feet of bedroom doors.
- 3. Secondary means of egress should be free and clear from any obstructions
- 4. While it is not mandatory to have fire extinguishers in individual living units, it is highly recommended
- 5. Fire extinguishers should be available in all common areas of multifamily living spaces

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