

# Spring Cleaning & Fire Safety for Warmer Months

## Refresh Your Workspace – Spring Cleaning the Fire-Safe Way

With warmer months ahead, many office employees take the opportunity to **declutter and reorganize** their workspace. Spring cleaning must be done safely to prevent fire hazards and ensure compliance with **FDNY regulations**. This month, we focus on **safe spring cleaning practices**.



### 1. Spring Cleaning Done Safely:

- **Keep Exits and Hallways Clear** – Remove clutter from stairwells, corridors, and emergency exits to maintain a clear path for evacuation.
- **Properly Store Paper and Office Supplies** – Avoid stacking paper, cardboard, or combustible materials near power strips, outlets, or heat sources.
- **Follow Safe Disposal Practices** – Dispose of old files, boxes, and unused supplies according to office policies to prevent accumulation of flammable materials.
- **Dispose of Lithium-Ion Batteries Properly** – Lithium-ion batteries must never be thrown in regular trash or recycling bins. Follow your building's disposal policy for electronic devices and battery recycling.

### 2. Report or Remove Potential Electrical Hazards While Cleaning:

- **Inspect Electrical Cords & Power Strips** – Frayed or damaged cords can overheat and cause fires. Replace them immediately.
- **Avoid Daisy Chaining** – Connecting multiple power strips together is prohibited per FDNY safety regulations.
- **Unplug Unused Devices** – Reduce unnecessary electrical use and prevent overheating by unplugging devices when not in use.

### 3. Safe Handling of Cleaning Products:

- **Use Only Approved Cleaning Supplies** – Check with building management before bringing personal cleaning products into the office.
- **Store Chemicals Properly** – Keep cleaning agents in designated storage areas, away from heat sources and electrical equipment.
- **Proper Ventilation** – Avoid strong fumes by keeping spaces well-ventilated while cleaning.

## Key Fire Safety Measures for Warmer Months:

**Know Your Evacuation Plan** - Exit routes and assembly areas in case of an emergency evacuation. **Monitor Office Heat Levels** – Excessive heat can affect electrical systems; if your area becomes too warm, **contact the building engineer** to troubleshoot cooling adjustments. Spring cleaning is a great way to refresh your workspace, but it must

be done with fire safety in mind. For more fire safety information, contact your **Fire and Life Safety Director** or the **DCAS Fire and Life Safety Unit**- [FLSAdmin@dcas.nyc.gov](mailto:FLSAdmin@dcas.nyc.gov)

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