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Civil Engineering

ANDREWS FIRE PROTECTION PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes responsibilities and procedures to be followed in the performance of the fire prevention and protection program. It provides guidance and authority for establishing and conducting an effective, aggressive, and integrated fire prevention program to prevent real property, material, and aerospace vehicle loss. This directive applies to all personnel, activities (including tenants), buildings, structures, and areas under the jurisdiction of the US Government at Andrews Air Force Base (AFB) and its satellites. This instruction places specific prohibitions upon members of the Air Force, a violation of which is punishable under Article 92 of the Uniform Code of Military Justice (UCMJ). (Civilian employees will be disciplined under the appropriate provisions of applicable laws).

1. Objective. The objective of the fire prevention program at Andrews AFB is the preservation of life and property. Professional firefighters and reliable vehicles alone will not ensure a successful fire prevention program. The most crucial ingredients in an effective fire prevention program at all levels of command and supervision are awareness and involvement. Without involvement and support the program will fail, regardless of the resources applied. Certain portions of this regulation impose mandatory obligations and prohibitions on individual members of the Air Force; any violation of those obligations and prohibitions is punishable under Article 92(2), UMCJ. Failure to comply with the policies established here may also be punishable as dereliction of duty under Article 92(2), UCMJ, or may be subject to appropriate administrative actions.

2. Publicity. This instruction will be conspicuously and permanently posted on each organization bulletin board in regularly occupied facilities. Fire reporting procedures will be conspicuously displayed on each floor of all occupied facilities. A fire evacuation plan will be displayed in buildings where the means of egress are not obvious, or where personnel must travel a considerable distance (50 feet or more) through interior enclosures to reach an exit door that leads directly to fresh air.

3. Authentic Standards. Fire protection standards developed by recognized professional organizations apply to conditions not covered by this instruction or other Air Force publications. Such organizations include, but are not limited to Occupational Safety and Health Administration (OSHA), the National Fire Protection Association (NFPA) and the Underwriters Laboratories (UL). Hazardous conditions for which no criteria have been developed will be corrected as directed by the base fire marshal, base fire chief, or wing/group commander.

4. Classification Of Occupancy. Occupancies are classified IAW NFPA Life Safety Code 101 and the Uniform Building Code (UBC).

5. Responsibilities:

5.1. Functional managers (as defined in AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health* (AFOSH) Program), will comply with this instruction in the discharge of their responsibilities toward the fire prevention program on Andrews AFB.

5.2. Unit commanders will make sure that fire prevention training is conducted in accordance with AFI 91-301 and that refresher training is given at least annually. This training will include a review of this instruction and be annotated on AF Form 55, **Employee Safety and Health Record**, IAW AFI 91-301.

5.3. Facility managers will:

5.3.1. Comply with AFI 32-2001, *The Fire Protection Operations And Fire Prevention Program*, AFI 91-301, and this instruction and other directives in order to discharge their duties toward fire prevention.

5.3.2. Develop fire reporting procedures to be followed in the building or facility when a fire is discovered. These procedures will include, but not be limited to items in paragraph 6.

5.3.3. Ensure that each telephone instrument located within their areas of responsibility has a phone sticker AAFB Form 72, **On-Base Fire, Police, Ambulance, and HAZ-MAT Label**, with fire/emergency reporting telephone numbers. Fire inspectors will provide this visual aid for commercial and private telephones located on base and in housing areas. These stickers can also be obtained at the fire prevention division, Building 3812.

5.3.4. Coordinate through the Fire Prevention Division, all AF Form 332, **BCE Work Requests**, that are to correct fire discrepancies, new construction or renovation projects, or to accomplish self-help projects. Once civil engineering has assigned a work order number to the AF Form 332, send one copy to the fire prevention division (89 CES/CEFT), and when work is completed, notify the fire prevention division at extension 2-6977.

5.3.5. Maintain a record of all fire evacuation drills in their fire prevention folders. Reports will indicate date, time, and number of personnel who participated. This will be an item of interest when inspectors conduct scheduled fire prevention visits.

5.4. Supervisors will:

5.4.1. Include their fire reporting procedures and applicable parts of this instruction as part of their AFOSH training program.

5.4.2. Give refresher fire prevention training at least annually to all personnel assigned in their area of responsibility. Annual training will include a review of AAFBI 32-2001 and be annotated on AF Form 55 IAW AFI 91-301.

5.4.3. Make sure their work area is free of all fire hazards before leaving for the day. Use **Attachment 1** of this instruction as a working guide for developing individual checklists.

5.5. Housing Sponsors. Military family housing sponsors are responsible for fire prevention in their quarters. They will ensure family members are familiar with the fire prevention rules in this instruction.

5.6. Quality assurance evaluators/contract monitors for all contractors and concessionaires will:

5.6.1. Ensure contractors/concessionaires under their oversight comply with this directive while working on Andrews AFB or areas under the jurisdiction of Andrews AFB where this instruction applies.

5.6.2. Ensure contractors/concessionaires take necessary action to correct any and all fires or fire hazards.

6. Fire Reporting And Evacuation. It is the responsibility of anyone who detects the presence or indications of a fire, to immediately evacuate the building or area involved and notify the Andrews AFB Fire Department. Use one of the following methods:

6.1. Activate any installed fire alarm system and telephone the fire department. Where no installed system is available, commanders will establish a clear, distinct signal to alert assigned personnel in the event of a fire.

6.2. Dial 911.

6.2.1. Give name.

6.2.2. State building or address.

6.2.3. State location of fire and what is burning (if known).

6.3. Dial 911 when reporting emergencies at Brandywine, Summerfield, or Davidsonville provide information requested in **6.2.1.**, **6.2.2.**, and **6.2.3.** above. NOTE: DO NOT hang up the phone unless in danger or until requested to do so by alarm/communications operator.

6.4. All personnel will evacuate the building by way of nearest exit door and assemble at a specified location whenever the fire alarm bells are heard. NOTE: REPORT ALL FIRES TO THE FIRE DEPARTMENT IMMEDIATELY, EVEN IF THE FIRE HAS BEEN EXTINGUISHED. NEVER USE AN ADMINISTRATIVE LINE; ALWAYS DIAL THE EMERGENCY NUMBER.

7. Places Of Public Assembly. Assembly occupancies include, but are not limited to, all buildings or portions of buildings used for gathering together 50 or more persons for such purposes as deliberation, worship, entertainment, eating, drinking, amusement, or awaiting transportation. These facilities require extraordinary actions to prevent fires. To help prevent life and property loss and to ensure the fire safety of these facilities, managers will:

7.1. Keep a six-part fire prevention folder for each facility under their jurisdiction. Keep information for the current calendar year unless identified by the fire department to be kept longer. Arrange each folder in the following manner:

7.1.1. Section 1 - Current copy of this instruction.

7.1.2. Section 2 - Current copy of the facility Fire Reporting and Evacuation Procedures. These requirements are in addition to the procedures posted in areas available to employees.

7.1.3. Section 3 - List of all employees by name and date they received their initial fire prevention training and record other fire prevention training given to them, on AF Form 55.

7.1.4. Section 4 - Deep Fat Fryer Calibration Certifications. Record of hood and duct cleaning by contractors or civil engineering personnel.

7.1.5. Section 5 - Record of daily hood and filter cleaning by employees. Record of daily closing inspections and monthly extinguisher checks.

7.1.6. Section 6 - Copies of AF Form 1487, **Fire Prevention Visit Report**, occupant load, and any communications concerning fire prevention actions and requirements.

7.2. Conduct a daily closing inspection of their assigned facility. They will, as a minimum, follow the checklist in [Attachment 1](#).

7.3. Each deep fat fryer will have a metal cover available to cover the vessel when the unit is not in use or if a fire occurs. Test the primary and secondary thermostats installed on the deep fat fryers at least annually. Record this as outlined in paragraph [7.1.4.](#), section 4.

7.4. Notify the Fire Prevention Division, extension 2-6977, at least 5 workdays before any major social event where temporary decorations, large crowds, or unusual arrangements are involved.

7.5. Ensure that facility occupant load capacities are never exceeded. This will ensure safe and swift evacuation during an emergency.

8. Fire Prevention Education. Fire department fire prevention personnel are available to all organizations and social groups, by written request, with a minimum notice of 10 working days for fire prevention education. Resources available are lectures, demonstrations, videos, and films. This education can be used to augment orientation and periodic training which are required by this instruction, AFI 91-301, and AFI 32-2001. Submit requests to 89 CES/CEFT for fire extinguisher training available for base personnel. The sponsor of each unit must attend a mandatory fire briefing prior to being given the keys for access. Appropriate legal authorization to act on the sponsor's behalf, will be required of all dependents.

9. Fire Prevention Inspections:

9.1. Fire protection personnel conduct visits annually as required by AFI 32-2001 and OSHA guidance.

9.2. Unscheduled fire prevention visits of facilities are conducted in accordance with AFI 32-2001. Unit commanders may request an unscheduled visit when they determine it is desirable.

9.3. Inspection procedures will be in compliance with the requirements outlined in AFI 32-2001, NFPA standards, and AFI 91-301.

9.4. Fire hazards and fire safety deficiencies noted during a fire visit will be corrected in accordance with AFI 32-2001 and AFI 91-301.

9.5. AF Forms 1487 are sent to unit commanders to keep them advised of their fire prevention program effectiveness.

10. Fire Protection And Alarm Systems:

10.1. These systems are installed for the protection of life and property, and will not be tampered with. Willful transmission or reporting of a false fire or emergency alarm is prohibited. Violators will be subject to prosecution under the UCMJ and applicable civil law. Personnel must activate fire alarms without hesitation to warn building occupants whenever an actual fire is discovered, when there is any indication whatsoever of an abnormal condition, where the presence of fire is a possibility, or where fire is imminent.

10.2. Only authorized fire department personnel will activate fire alarm systems for the purpose of fire evacuation drills.

10.3. Fire suppression systems and components (i.e. risers, underwing nozzles, sprinklers, system connections, and detectors) located in facilities will not be obstructed to hamper its operation or accessibility. Parking spaces will not be designated in areas that obstruct or hamper access to these components.

11. Fire Extinguishers:

11.1. Organizations which have jurisdiction over exterior aircraft parking areas or areas where engine starts or aircraft maintenance is performed are responsible for proper placement of fire extinguishers. Flight line personnel discovering extinguishers requiring maintenance will report the number of the extinguisher, and location of the extinguisher to the extinguisher maintenance branch, extension 2-6977.

11.2. Fire extinguishers, other than flight line extinguishers, which are accidentally discharged, used to suppress fires, misused, or which show other deficiencies, will be taken to Building 3812 by the using organizations, for repair or replacement by like extinguishers. Call extension 2-6977 for an appointment.

11.3. Fire extinguishers, other than flight line extinguishers, will not be moved from one place to another in a building or from one building to another, without prior approval of fire department fire prevention division, extension 2-6977.

11.4. Access to fire extinguishers will be clear at all times.

11.5. Tampering with, or the unauthorized use of fire extinguishers is strictly prohibited. Vandalism to fire extinguishers will be reported to security forces at 2-4442. Authorized use of fire extinguishers consists of use in extinguishing fires or when approved by the fire department.

11.6. Facility managers will ensure that portable extinguishers are inspected in accordance with AFOSH 91-56. Send inspection documentation to 89 CES/CEFT quarterly. Their fax number is (301) 981-7311.

11.7. Extinguishers on mobile equipment and aircraft will be handled IAW AFOSH 91-56, **Fire Protection and Prevention**.

12. Evacuation Drills. Practicing order and control are the primary purposes of fire evacuation drills. Speed in emptying buildings, although important, is not the primary objective and should be secondary to proper order and control.

12.1. The fire prevention division will assist in conducting fire evacuation drills by activating the alarm system (see paragraph **10.2.**) when requested by the facility manager in writing. Such requests must be received at least 10 workdays prior to proposed time of the fire evacuation drill. Submit requests to 89 CES/CEFT.

12.2. Facility managers of all dormitories, whether tenants, or permanent party, will exercise annual evacuation drills.

12.3. Munitions storage areas will comply with AFMAN 91-201, **Explosive Safety Standards**.

12.4. All other regularly occupied facilities, except Malcolm Grow Medical Center (MGMC), will exercise semiannual evacuation drills.

13. Exits And Exit Lights:

13.1. All exits will be so located and access so arranged that they are readily accessible at all times. Where exits are not immediately accessible from an open floor area, safe and continuous passageways, aisles, or corridors will be arranged so as to provide convenient access for each occupant to at least two exits by separate ways of travel.

13.2. When lighted exit signs are installed, they must be illuminated at all times. Facility managers will monitor these signs and when possible, change burned-out bulbs on a self-help basis or notify 89th Civil Engineering Service Call Desk, extension 2-5151.

13.3. Exit doors and doors used in conjunction with exits will be unlocked while the buildings they are serving are occupied.

14. Electrical Fire Safety:

14.1. Installation, maintenance adjustments, or alterations to electrical wiring or installed applications will be accomplished only by civil engineering electricians or those contractors and licensed electricians designated by the base civil engineer. Such installations, adjustments, or alterations will be in compliance with current Air Force and National Fire Code guidelines.

14.2. Fuses and circuit breakers will not exceed the rated capacity. Fuses will not be bridged, and circuit breakers will not be taped or wired into the ON position. Electrical panels, circuit breakers/fuses, and circuit control boxes will be marked to identify the area controlled. Doors or cover plates on fuse boxes or circuit panels will be closed and accessible at all items. Clearances are outlined in the National Electrical Code.

14.3. Use of multi-plugs are prohibited with the exception of surge protectors or multi-plug power strip extension cords required for use in conjunction with computer system and components, or other complex electrical components systems.

14.4. Do not use extension cords in place of permanently installed wiring. Submit a work request to 89th Civil Engineer Squadron for additional electrical outlets instead of continually using extension cords. Electrical extension cords, when used will:

14.4.1. Be of a type appropriate to the electrical load and UL listed. No more than one appliance will be plugged in or used at the same time from an extension cord.

14.4.2. Be of one continuous length without splice or tape. Cords will not be draped over pipes or equipment, passed under carpets or mats through doorways, walls or windows, or placed in manner that will subject them to unseen mechanical damage. Remove frayed or faulty cords from service immediately.

15. Heating And Cooling Systems:

15.1. Mechanical rooms, such as air-handler, furnace, or boiler rooms, of base facilities will be kept free of materials not directly related to their operation and will be locked at all times. Entry to these rooms will be by authorized civil engineer or contractor personnel only.

15.2. For storage in furnace rooms of military family housing, when room configuration allows space for storage, a minimum distance of 18 inches will be maintained from all heat-producing appliances. In NO case will flammable or combustible liquids or materials be stored in these areas.

15.3. Auxiliary heating devices, such as space heaters, are prohibited without written approval from the base civil engineer energy conservation monitor (89 CES/CEOE) at extension 2-3022. If approved for use, the Base Fire Department Prevention Division will provide guidelines on safe usage.

16. Cooking And Cooking Appliances:

16.1. Cooking in BOQs, NCOQs, VOQs, dormitories, transient quarters, and other base buildings is prohibited except for microwaves and where Air Force cooking facilities are provided.

16.2. Portable barbecue units will not be used inside a structure, under an overhang, on a carport, and not closer than 15 feet from any structure or overhang. The natural gas system of housing units will not be used to supply fuel to gas barbecue grills or like devices unless external connections are provided for that specific purpose. Barbecue units will not be operated in high hazard areas (i.e. hangars, flight line, POL facilities) without written approval from the Base Fire Prevention Division. Submit requests to 89 CES/CEFT in duplicate, not less than 7 workdays prior to event.

16.3. Coffee pots/machines must be placed on a non-combustible surface.

17. Smoking Fire Safety:

17.1. Smoking is not permitted within buildings, or rooms used for retail sales, storage, maintenance, processing, or fabrication except in designated areas approved by the unit commander and the fire prevention division.

17.2. Requests to authorize designated smoking areas will be submitted in duplicate with two diagrams of the building floor plan, to 89 CES/CEFT. Proposed smoking areas will be outlined in red on the diagram. Fire prevention personnel will inspect the area to determine safe or unsafe conditions. When approved, the request will be endorsed and the original copy returned to the requester. The second copy will be retained in the Fire Prevention Division. **NOTE: AN APPROVAL MAY BE REVOKED IF ANY UNSAFE PRACTICE OR CONDITION IS FOUND, BY COORDINATION WITH THE UNIT COMMANDER.**

17.3. Metal containers with an operable self-closing lid, clearly marked "SMOKING MATERIALS ONLY" will be used for the collection of discarded smoking materials in areas where smoking is per-

mitted. Any modifications to the containers void their listing and they must be replaced. Dampen and agitate all smoking materials prior to disposal into large outside (dumpster) containers.

17.4. Keep matches, cigarette lighters, and other flame-producing devices secured from use by children.

18. Fire Prevention Practices. All personnel have a responsibility to practice good housekeeping to ensure a fire safe environment throughout the base.

18.1. The storage of combustibles in areas under floors, and stairways or stairwells, and above ceilings, is prohibited.

18.2. Wastebaskets should be emptied daily. Occupants of facilities where contract cleaning services are provided are not exempt from this requirement.

18.3. Keep the outside areas of buildings free of any accumulation of lumber, trash, weed, grass, or dried vegetation.

18.4. There will be no open fires on base, such as burning leaves, grass, bonfires of any materials, without the written approval of the Base Fire Department. Submit the request, in duplicate, at least 10 workdays in advance of the proposed controlled burning to 89 CES/CEFT.

18.5. Keep clothes dryer, associated vents, and filters free of lint accumulation.

18.6. Housing units, yards, carports, and storage sheds will be kept free of accumulation of trash, paper, wood, leaves, or grass at all times. Lock doors to all outside or carport storage rooms when not in use.

19. Draperies, Curtains, And Decorations:

19.1. Only flame retardant draperies and curtains may be used in buildings (military family housing excluded).

19.2. Candles may be used on tables in facilities providing food service. Candles and holders must be of an enclosed type approved by the Base Fire Prevention Division. The use of candles for ceremonial and religious purpose must be continuously supervised; they will not be left unattended when burning. The use of candles in any other building and for any other purpose is prohibited.

19.3. The burning of incense in buildings other than the base chapel is prohibited.

19.4. Decorations for parties or special functions, regardless of where they are used, must be approved by the base fire prevention division before they are put into use, except in military family housing area.

19.5. Christmas tree lights, decorations, and wiring will be UL approved. Christmas trees, tree lights, or other decorations will be removed immediately if declared unsafe by fire prevention inspectors.

19.6. Natural Christmas trees will be as freshly cut as possible and, when placed inside, will be set in a container of water or wet earth. Only artificial UL approved trees will be utilized in dormitories to include individual rooms, dayrooms, or common areas. Do not attempt to treat green trees for flame resistance. The use of UL listed artificial trees is recommended.

20. Storage And Handling Of Flammable And Combustible Liquids. These agents will be closely monitored by using organizations. Harmless agents may react violently upon contact with each other or with common materials such as water, wood, metal shavings, or rubbish.

20.1. Store and handle all such agents in accordance with AFOSH Standard 91-43, **Flammable and Combustible Liquids**, and the National Fire Codes.

20.2. Locations for storage cabinets must be approved, in writing, by the Base Fire Prevention Division. To obtain approval, submit a written request in duplicate, with two diagrams of the building floor plan indicating storage locations to the fire prevention division (89 CES/CEFT).

20.3. In military family housing, store flammable liquids in approved containers, in outside or carport storage rooms only. They will not be left in the open part of carports. The amount of flammable liquid store will not exceed a total of five US gallons.

21. Storage And Handling Of Explosives And Hazardous Materials:

21.1. Store and handle explosives in accordance with current directives of the Department of Transportation (DOT) and Department of Defense (DOD), AFMAN 91-201, and other Air Force directives.

21.2. Possession or use of explosives or fireworks of any kind or type is prohibited on Andrews AFB (including military family housing) except when coordinated with the Base Fire Department and authorized by the 89th Support Group Commander. This does not apply to possession of small arms ammunition, in small quantities for personal use, by individuals in military family housing.

21.3. Store and handle hazardous material in accordance with DODR 4145.91-1, *Storage and Materials Handling*. Hazardous materials managers must comply with 89 AW SPLAN *Hazardous Waste Management Operating Plan* and 89 AW SPLAN 19-8-88, *Oil and Hazardous Substance Spill Prevention and Response Plan (SPR)*. For specific guidance, contact 89 CES/CEV, extension 2-2579.

21.4. Organizations handling or storing hazardous material will provide the fire department with a list of hazardous material within their facilities. Send all information to 89 CES/CEFO-C.

22. Welding, Cutting, And Brazing:

22.1. Welding, cutting, and brazing conducted on equipment or property under the jurisdiction of Andrews AFB will be in compliance with the requirements of AFOSH Standard 91-5, *Welding, Cutting, and Brazing*.

22.2. To obtain an AF Form 592, **USAF Welding, Cutting and Brazing Permit**, contact the Base Fire Department Communications Center (extension 2-4985 or 2-3500). This is required for all operations conducted, except in approved welding or cutting shops.

22.3. Minimum of two (4A 60BC) extinguishers must be on site during all heating operations.

23. Asphalt And Tar Kettles:

23.1. Written approval must be coordinated with the fire department prior to placing kettles in use.

23.2. Asphalt and tar kettles must be located at least 20 feet from buildings, and constantly watched while in use. In case of fire, smother flames. The base fire chief must approve deviations.

23.3. Asphalt and tar kettles must be equipped with operating temperature gauges which must be kept clean.

23.4. Containers of compressed gas for heating tar must be secured to prevent falling.

23.5. A minimum of two (4A 60BC) extinguishers must be on site during all heating operations.

23.6. Shutoff valves must be located on the fuel supply line to all asphalt/tar kettles.

24. Painting. Spray painting of any type will be accordance with AFOSH Standard 91-17, *Interior Spray Finishing* or other applicable USAF directives/technical orders.

25. Vehicle Discipline. Do not park or store privately owned vehicles, including motorcycles, mopeds, and government vehicles inside government buildings or structures unless the buildings or structures are specifically designated for this purpose. Under certain conditions, a waiver for government vehicles only may be approved by the base fire prevention division (89 CES/CEFT).

26. Family Child Care. The operation of family child care in military family housing units requires that extraordinary actions be taken to prevent fires, and to prevent loss of life and property. Each family child care provider will ensure that all fire protection requirements in AFI 34-701, *Child Development Program*, are met at all times. Family child care providers will:

26.1. Keep a 6-part fire prevention folder provided by the FCC Coordinator containing information for the current calendar year unless identified by the Fire prevention division to be kept longer. Keep each folder in the following manner:

26.1.1. Section 1 - Section K, AF1 34-701, Chapter 11, Life Safety Code.

26.1.2. Section 2 - Fire Safety Checklist.

26.1.3. Section 3 - Fire reaction plan and evacuation drawing.

26.1.4. Section 4 - Record of monthly evacuation drills.

26.1.5. Section 5 - Record of smoke detector tests and fire extinguisher inspections.

26.1.6. Section 6 - Record of fire prevention inspections.

26.2. Inspect and test smoke detectors on a monthly basis.

26.3. Mount a minimum of one (2A-10BC) rated fire extinguisher in a conspicuous, readily accessible location in or near the kitchen where it will be safe from potential damage. Inspect fire extinguishers on a monthly basis.

26.4. Conduct fire drills, at least monthly. Fire drills will include actual evacuation of all occupants to the place predesignated by the fire reaction plan in the fire prevention folder. Instruct all children on proper fire reaction procedures immediately upon initial arrival (infants not included).

26.5. Advise the Fire Department Communications Center immediately upon taking responsibility for any physical or mentally handicapped children, including the provider's own children.

26.6. Advise the fire department immediately when handicapped children are no longer being cared for under the Family Child Care Home program.

27. Forms Prescribed. AAFB Form 72, **On-Base Fire, Police, Ambulance, and HAZ-MAT Label,** and AAFB Form 73, **Off-Base Fire, Police, Ambulance, and HAZ-MAT Label.**

JAMES A. HAWKINS, Brig Gen, USAF
Commander

Attachment 1**FACILITY CLOSING CHECKLIST**

- A1.1.** Are all trash containers and trash removed from building and discarded in dumpster?
- A1.2.** Are all nonessential electrical appliances disconnected?
- A1.3.** Are all smoking materials discarded in metal containers with self-closing lids? WET DOWN AND AGITATE PRIOR TO DISPOSAL IN DUMPSTER!
- A1.4.** Have all chairs and cushions been checked for possible source of ignition?