

Date of check;...../...../..... By;..... Location;.....

Daily checks (not normally recorded)	Week 1	Week 2	Week 3	Week 4	Comments
Escape routes					
Can all fire exits be opened immediately and easily ?					
Are escape routes clear ?					
Fire doors					
Are fire doors clear of obstructions ?					
Fire Alarm system					
Is the fire alarm panel showing normal ?					
Emergency lighting					
Are charging indicators (green or red LED's) visible ?					
Are luminaries and exit signs in good condition and undamaged ?					
Is emergency lighting and sign lighting (maintained systems) working correctly ?					
Fire fighting equipment					
Are all fire extinguishers in place and have a tamper tag fitted ?					
Is all fire fighting equipment clearly visible and in good condition ?					
Are vehicles blocking fire hydrants or access to them ?					
Weekly checks (include the above)					
Escape routes					
Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly ?					
Are external stairs and escape routes clear and safe to use ?					
Fire Alarm system					
Does testing a manual call point send a signal to the fire alarm panel ? (inform monitoring station if alarm is monitored)					
Did the alarm system work correctly when tested ?					
Did staff and other people hear the fire alarm ?					
Did any linked fire protection systems operate correctly ? (e.g. magnetic door holder released, smoke curtains drop, dorgard release etc)					
Is the control panel showing normal ?					

FIRE SAFETY MAINTENANCE CHECK LIST

Monthly checks				Week 4	Comments
Fire doors					
Do doors on hold-open devices close on failure of power supply and roller shutters provided for fire compartmentalisation work correctly on operation of the fire alarm system ?					
Emergency lighting					
Do all luminaries and exit signs function correctly when flash tested for 5 minutes ?					
Have all emergency generators been tested ? (Normally run for one hour)					
Fire fighting equipment					
Is there still correct extinguisher coverage of fire risks ?					
Is the pressure in 'stored pressure' extinguishers correct ?					
Fire Safety Signage					
Are all the necessary signs and notices in place?					
Fire Log Book					
Is the fire log book being updated ?					
Are all records available for Enforcing Authorities ?					
Six-monthly checks				Date	Comments
Fire Alarm system					
Has the system been checked by a competent person/company to British Standards ?					
Fire drills					
Has a fire drill been carried out ?					
Emergency lighting					
Has the emergency lighting been checked by a competent person/company to British Standards ?					
Fire mains, Fire hydrants and Sprinkler systems					
Has the dry or wet riser system and or fire hydrants and or sprinkler system been checked by a competent person/company to British Standards ?					
Are any emergency water tanks/ponds at their normal capacity ?					
Fire doors					
Have fire doors been checked by a competent person/company to British Standards ?					
Do all self-closing devices work correctly and intumescent seals/smoke seals in good condition?					
Are the gaps between the doors and frames too large to prevent effective fire and smoke-sealing ?					
For residential premises refer to Govt Regulation 10 and annual and quarterly check requirements.					

FIRE SAFETY MAINTENANCE CHECK LIST

<u>Annual checks</u>				Date	Comments
<i>Escape routes</i>					
Are escape routes suitable and sufficient ?					
Is escape route compartmentalisation in good repair ?					
Do all self-closing fire doors fit correctly ?					
<i>Emergency lighting</i>					
Have all luminaries operated on test for their full rated annual duration (4 hours)?					
Has the system been checked by a competent person/company to British Standards ?					
<i>Fire Alarm system</i>					
Has the system been checked (100%) annually by a competent person/company to British Standards ?					
Has the smoke and heat ventilation system been tested by a competent person ?					
<i>Fire drills</i>					
Have a minimum of two fire drills been carried out ?					
<i>Fire fighting equipment</i>					
Has all fire fighting equipment been checked annually by a BAFE registered person/company to British Standards ?					
<i>Fire Risk Assessment</i>					
Has an annual review been completed by a competent person and recorded ?					
<i>Fire Safety Training</i>					
Has training/refresher training been provided?					
<i>Fire safety signage</i>					
Has all fire safety signage been reviewed ?					
Has signage been installed in new or areas that have undergone a change of use ?					
<i>Fire mains, Fire hydrants and Sprinkler systems</i>					
Has the dry or wet riser system and or fire hydrants and or sprinkler system been annually tested and inspected by a competent person/company to British Standards ?					
<i>General</i>					
Have any firefighters' switches been tested ?					
Are any necessary fire engine direction signs in place ?					
Has external access for the fire service been checked for ongoing availability ?					
Are all FIRE LOG BOOK records up to date ?					
Are site FIRE PLANS up to date and readily available in a fire document folder ?					