|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Comments** |
| **Daily checks (not normally recorded)** |
| **Escape routes** |
| Can all fire exits be opened immediately and easily? |  |  |  |  |
| Are fire doors clear of obstructions? |  |  |  |  |
| Are escape routes clear? |  |  |  |  |
| **Fire warning systems** |
| Is the indicator panel showing “normal”? |  |  |  |  |
| Where used, are whistles, gongs or air horns in their correct place? |  |  |  |  |
| **Escape lighting** |
| Are luminaries and exit signs in good condition? |  |  |  |  |
| Is emergency lighting and sign lighting working correctly? |  |  |  |  |
| **Fire fighting equipment** |
| Are all fire extinguishers in place? |  |  |  |  |
| Are fire extinguishers clearly visible? |  |  |  |  |
| Are all fire hydrants accessible for the fire service? |  |  |  |  |
|  |  |  |  |  |
|  | **Yes** | **No** | **N/A** | **Comments** |
| **Weekly checks** |
| **Escape routes** |
| Do all emergency fastening devices work correctly? |  |  |  |  |
| Are fire doors clear of obstruction? |  |  |  |  |
| Are all external escape routes clear? |  |  |  |  |
| **Fire warning systems** |
| Did the alarm system work correctly when tested? |  |  |  |  |
| Did staff and all others hear the alarm working? |  |  |  |  |
| Did any linked protection systems operate correctly? (e.g. magnetic door holder released, smoke curtains drop) |  |  |  |  |
| Did all visual alarms and/or vibrating alarms and pagers (as applicable) work?  |  |  |  |  |
| Do voice alarms work and was the message understood? |  |  |  |  |
| **Escape lighting** |
| Are charging indicators (if fitted) visible and illuminated? |  |  |  |  |
| **Fire fighting equipment** |
| Is all equipment in good condition? |  |  |  |  |
| Are all fire extinguishers mounted 1 - 1½ metres? |  |  |  |  |
|  |  |  |  |  |
|  | **Yes** | **No** | **N/A** | **Comments** |
| **Monthly checks** |
| **Escape routes** |
| Do all electronic release mechanisms work correctly? |  |  |  |  |
| Do all automatic opening doors on escape routes ‘fail safe’ in the open position? |  |  |  |  |
| Are all self-closing devices working correctly? |  |  |  |  |
| Are fire door seals and intumescent strips in good condition? |  |  |  |  |
| Do all roller shutters provided for fire compartmentation work correctly? |  |  |  |  |
| Are all external stairs in good condition and non-slip? |  |  |  |  |
| Do all internal fire doors close against their rebate/stop? |  |  |  |  |
| **Escape lighting** |
| Do all luminaries and exit signs working when tested? |  |  |  |  |
| Have all emergency generators been tested? (Normally run for one hour). |  |  |  |  |
| **Fire fighting equipment** |
| Is the pressure in ‘stored pressure’ fire extinguishers correct? |  |  |  |  |

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| **Three monthly checks** |
| **General** |
| Are any emergency water tanks/ponds at their normal capacity? |  |  |  |  |
| Are vehicles blocking fire hydrants or access to them? |  |  |  |  |
| Additional items from manufacturers requirements? |  |  |  |  |
| **Six monthly checks** |
| **General** |
| Has any fire-fighting or emergency evacuation lift (if fitted) been tested by a competent person? |  |  |  |  |
| Has any sprinkler system been tested by a competent person? |  |  |  |  |
| Have the release and closing mechanisms of any fire-resisting compartment door and shutters been tested by a competent person? |  |  |  |  |
| **Fire warning system** |
| Has the system been checked by a competent person? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Comments** |
| **Annual checks** |
| **Escape routes** |
| Do all fire doors work correctly? |  |  |  |  |
| Is escape route compartmentation in good repair? |  |  |  |  |
| **Fire Warning Systems** |  |  |  |  |
| Has the system been checked by a competent person? |  |  |  |  |
| **Escape lighting** |  |  |  |  |
| Do all luminaries operate on test for their full rated duration? |  |  |  |  |
| Has the system been checked by a competent person? |  |  |  |  |
| **Fire fighting equipment** |  |  |  |  |
| Has all fire-fighting equipment been checked by a competent person? |  |  |  |  |
| **Miscellaneous** |  |  |  |  |
| Has any dry/wet rising fire main been tested by a competent person? |  |  |  |  |
| Has the smoke and heat ventilation system been tested by a competent person? |  |  |  |  |
| Has external access for the fire service been checked for ongoing availability? |  |  |  |  |
| Have any firefighters’ switches been tested?  |  |  |  |  |
| Are fire assembly points clearly indicated by signs? |  |  |  |  |