

DAILY CHECKS

WEEK BEGINNING / /

		WEEK BEGINNING / /						
<i>ANNOTATE USING ✓ X or N/A</i>		MON	TUE	WED	THU	FRI	SAT	SUN
Escape routes								
Are all exits capable of being be opened easily and immediately?								
Are all exits clear of obstructions?								
Are corridors doorways and escape routes clear?								
Fire warning systems								
Is the main panel showing "normal"?								
Are all methods of raising the alarm in place?								
Escape lighting								
Are emergency lighting units / exit signs in good condition and undamaged?								
Is emergency lighting and sign lighting working correctly?								
Firefighting equipment								
Are all extinguishers correctly positioned?								
Are all extinguishers clearly visible?								
Are any vehicles blocking fire hydrants or access routes to the building?								
DAY	DEFICIENCIES	ACTION TAKEN						SIGN / DATE
MON								/
TUE								/
WED								/
THU								/
FRI								/
SAT								/
SUN								/

WEEKLY CHECKS

MONTH:

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	
Escape routes	<i>ANNOTATE USING ✓ X or N/A</i>					
Do all fire exit fastening devices (push bars etc.) work correctly?						
Are external routes clear and safe?						
Fire warning systems	<i>NB: When testing alarms disconnect link to the receiving centre or inform of test.</i>					
Does testing a manual call point send signal to indicator panel?						
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?						
Do all visual alarms / vibrating alarms / pagers (if fitted) work?						
Are voice alarm systems working correctly and understood?						
Escape Lighting						
Are charging indicators (red or green LEDs) visible, if fitted?						
Firefighting equipment						
Is all equipment in good condition?						
Additional items from manufacturer's recommendations?						
WEEK	DEFICIENCIES			ACTION TAKEN		SIGN / DATE
1						/
2						/
3						/
4						/
5						/

MONTHLY CHECKS

MONTH:

Escape routes	ANNOTATE USING ✓	YES	NO	N/A
Do all electronic release mechanisms on escape doors work correctly?				
Do they 'fail safe' in the open position?				
Do all automatic opening doors on escape routes 'fail safe' in the open position?				
Are fire door seals and self-closing devices in good condition?				
Do all roller shutters provided for fire compartmentation work correctly?				
Are external escape stairs safe?				
Do all internal self-closing fire doors work correctly?				
General				
Are any emergency water tanks/ponds at their normal capacity?				
Are vehicles blocking fire hydrants or access to them?				
Escape lighting				
Do all emergency lighting units and exit signs function correctly when tested?				
Have all emergency generators been tested? (Normally run for one hour.)				
Firefighting equipment				
Is the pressure in 'stored pressure' fire extinguishers correct?				
Additional items from manufacturer's recommendations				
DEFICIENCIES	ACTION TAKEN			SIGN / DATE
				/
				/
				/
				/

SIX MONTHLY CHECKS

YEAR:

		INSERT MONTH	
General		<i>ANNOTATE USING</i> ✓ X or N/A	
Has any firefighting or emergency evacuation lift 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 doors and shutters been tested by a competent person?			
Fire warning system			
Has the system been checked by a competent person?			
Escape lighting			
Do all emergency lighting units operate on test for one third of their rated value?			
Additional items from manufacturer's recommendations..			
Escape Routes			
Do all self-closing fire doors fit correctly?			
Is escape route compartmentation in good repair?			
MONTH	DEFICIENCIES	ACTION TAKEN	SIGN / DATE

ANNUAL CHECKS

DATE:

Escape lighting	<i>ANNOTATE USING ✓</i>	YES	NO	N/A
Do all emergency lighting units operate on test for their full rated duration?				
Has the system been checked by a competent person?				
Firefighting equipment				
Has all firefighting equipment been checked by a competent person?				
Fire Warning System				
Has the fire warning system been subject to an annual service by a competent person				
Escape Routes				
Is the structural condition of the escape routes in apparently good condition				
General				
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?				
Has the fire hydrant bypass flow valve control been tested by a competent person?				
Are any necessary fire engine direction signs in place?				
DEFICIENCIES	ACTION TAKEN		SIGN / DATE	