

MacWilliam Associates - Fire Safety Maintenance Checklist

Daily Checks <i>(not normally recorded)</i>	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Escape Routes			
Can all fire exits be opened immediately and easily?			
Are fire doors clear of obstructions? <i>(not wedged open)</i>			
Are escape routes clear?			
Fire warning systems			
Is the indicator panel showing 'normal'?			
Escape Lighting			
Are lit signs and exit signs in good condition?			
Is emergency lighting working correctly?			
Firefighting Equipment			
Are all fire extinguishers in place?			
Are fire extinguishers clearly visible?			
Are extinguishers placed on brackets with tags in place?			
Weekly checks	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Escape Routes			
Do all emergency exits (push bars) work correctly?			
Are external routes and stairs clear and safe?			
Fire Warning Systems			
Does testing a manual call point send a signal to the 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? (e.g. magnetic door holder released)			
Firefighting Equipment			
Is all equipment in good condition? (tags in place and extinguisher on bracket, not used as a door stop)			
Escape Lighting			
Is emergency lighting and sign lighting working correctly?			
Do all lit signs and exit signs function correctly when tested?			
Monthly checks	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Escape routes			
Do the electronic release mechanisms on escape doors work ?			
Are fire door seals and self-closing devices in good condition?			
Do all internal self-closing fire doors work correctly?			
Do all lit signs and exit signs function correctly?			
Have emergency generators been tested (one hour)?			
Are all stairways in good condition?			

Firefighting Equipment			
Is the pressure in 'stored pressure' fire extinguishers correct?			
Is signage next to call points and extinguishers intact ?			
Three Monthly Checks	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Is the fire hydrants fully accessible?			
Has emergency lighting been checked by external contractor?			
Have the alarms and zone panel been checked by external contractor?			
Six Monthly Checks	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Do all self-closing fire doors fit correctly?			
Is escape route compartmentation in good repair?			
Escape Lighting			
Do all lit signs operate on test for one third of their rated value?			
Firefighting Equipment			
Has all firefighting equipment been checked by a competent person?			
Miscellaneous			
Has external access for the fire service been checked for ongoing availability?			
Annual Checks	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Have the extinguishers been checked and re labeled by a competent person?			
Has training been carried out by a competent person and recorded ?			
Has the full system been re-checked by a competent person?			
Are further measures required? <i>(is suitable recording system adequate?)</i>			
Has boiler been serviced by Gas Safe registered engineer?			
Have portable electrical appliances been tested?			
Have batteries been changed in portable smoke alarms?			

Taken fire Regulatory Reform (Fire) Safety Order Guidance

For any questions that are not applicable write N/A in the comments box

This checklist is not necessarily exhaustive and further areas within the organisation may be necessary. This checklist may be used only on the strict understanding that no responsibility whatsoever will be taken by MacWilliam Associates for any omissions or errors within this document or the actions of the person completing the form or their failure to act upon them