

Appendix A

A.1 Example fire safety maintenance checklist

A fire safety maintenance checklist can be used as a means of supporting your fire safety policy. This example list is not intended to be comprehensive and should not be used as a substitute for carrying out a fire risk assessment.

You can modify the example where necessary, to fit your premises and may need to incorporate

the recommendations of manufacturers and installers of the fire safety equipment/systems that you may have installed in your premises.

Any ticks in the grey boxes should result in further investigation and appropriate action as necessary. In larger and more complex premises you may need to seek the assistance of a competent person to carry out some of the checks.

	Yes	No	N/A	Comments
Daily checks (not normally recorded)				
Escape routes				
Can all fire exits be opened immediately and easily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstructions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are escape routes clear?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire warning systems				
Is the indicator panel showing 'normal'?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are whistles, gongs or air horns in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Escape lighting				
Are luminaires and exit signs in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is emergency lighting and sign lighting working correctly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Firefighting equipment				
Are all fire extinguishers in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers clearly visible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are vehicles blocking fire hydrants or access to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not sure where fire hydrants are
Weekly checks				
Escape routes				
Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are external routes clear and safe?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire warning systems				
Does testing a manual call point send a signal to the indicator panel? (Disconnect the link to the receiving centre or tell them you are doing a test.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did the alarm system work correctly when tested?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did staff and other people hear the fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff on site at time of testing.
Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released, smoke curtains drop)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Yes	No	N/A	Comments
Weekly checks continued				
Do all visual alarms and/or vibrating alarms and pagers (as applicable) work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do voice alarm systems work correctly? Was the message understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Escape lighting				
Are charging indicators (if fitted) visible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Firefighting equipment				
Is all equipment in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional items from manufacturer's recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Monthly checks				
Escape routes				
Do all electronic release mechanisms on escape doors work correctly? Do they 'fail safe' in the open position?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Do all automatic opening doors on escape routes 'fail safe' in the open position?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Are fire door seals and self-closing devices in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Do all roller shutters provided for fire compartmentation work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Are external escape stairs safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Do all internal self-closing fire doors work correctly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape lighting				
Do all luminaires and exit signs function correctly when tested?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all emergency generators been tested? (Normally run for one hour.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Firefighting equipment				
Is the pressure in 'stored pressure' fire extinguishers correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Additional items from manufacturer's recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Three-monthly checks				
General				
Are any emergency water tanks/ponds at their normal capacity?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Are vehicles blocking fire hydrants or access to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>5th earlier</i>
Additional items from manufacturer's recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Six-monthly checks				
General				
Has any firefighting or emergency evacuation lift been tested by a competent person?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has any sprinkler system been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Have the release and closing mechanisms of any fire-resisting compartment doors and shutters been tested by a competent person?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire warning system				
Has the system been checked by a competent person?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Yes/ No /N/A/ Comments

Six-monthly checks continued

Escape lighting

Do all luminaires operate on test for one third of their rated value?

Additional items from manufacturer's recommendations.

Annual checks

Escape routes

Do all self-closing fire doors fit correctly?

Is escape route compartmentation in good repair?

Escape lighting

Do all luminaires 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?

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?

Has the fire hydrant bypass flow valve control been tested by a competent person?

Are any necessary fire engine direction signs in place?

A Barham

Chief of Council

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