

FIRE SAFETY MAINTENANCE CHECK LIST

Weekly Checks

Escape routes

Do all emergency fastening devices to fire exits (push bars and pads, etc) work correctly?

Are external routes clear and safe?

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)?

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)

Do all visual alarms and/or vibrating alarms and papers (as applicable) work?

Do voice alarm systems work correctly?

Was the message understood?

Escape Lighting

Are charging indicators (if fitted) visible?

Firefighting equipment

Is all equipment in good condition?

Additional items from manufacturer's recommendations

WEEKLY	Fire Alarm	Escape Routes	Escape Lighting	Fire Extinguishers
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FIRE SAFETY MAINTENANCE CHECK LIST

Monthly Checks

Escape routes

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?

Escape Lighting

Do all luminaires 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

MONTHLY	Escape Routes	Escape Lighting	Fire Fighting
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

FIRE SAFETY MAINTENANCE CHECK LIST

Six Monthly Checks	Yes	No	N/A	Comments
General				
Has any firefighting or emergency evacuation lift been tested by a competent person?	<input 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 type="checkbox"/>	
Have the release and closing mechanism of any fire-resisting compartment doors and shutters been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning System				
Has the system been checked by a competent person? As per the guidance given in BS 5839.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Annual Checks	Yes	No	N/A	Comments
Escape lighting				
Do all luminaires operate on test for their full rated duration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Firefighting equipment				
Has all firefighting equipment been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

