

# Acute Training Solutions

## Fire Safety Maintenance Checklist

This list is an example list and is not intended to be comprehensive and should not be used as a substitute for carrying out a fire risk assessment.

Daily checks (not normally recorded)				
Escape routes	Yes	No	N/A	Comments
Can call fire exits be opened immediately and easily?				
Are all fire doors clear of obstructions?				
Are escape routes clear?				
Fire warning systems	Yes	No	N/A	Comments
Is the indicator panel showing 'normal'?				
Are whistles, gongs or air horns in place?				
Escape lighting	Yes	No	N/A	Comments
Are luminaries and exit signs in good condition and undamaged?				
Is emergency lighting and sign lighting working correctly?				
Fire fighting equipment	Yes	No	N/A	Comments
Are all fire extinguishers in place?				
Are fire extinguishers clearly visible?				
Are vehicles blocking fire hydrants or access to them?				

Weekly checks				
Escape routes	Yes	No	N/A	Comments
Do all emergency fastening devices to fire exits (push bars, pads, etc.) work correctly?				
Are external routes clear and safe?				
Fire warning systems	Yes	No	N/A	Comments
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 system operate correctly? (e.g. magnetic door holders released)				
Do all visual alarms and/or vibrating alarms and pagers (as applicable) work?				
Do voice alarm systems work correctly? Was the message understood?				

Weekly checks				
Escape lighting	Yes	No	N/A	Comments
Are charging indicators (if fitted) visible?				
Fire fighting equipment	Yes	No	N/A	Comments
Is all equipment in good condition?				
Additional items from manufacturer's recommendations?				

Monthly checks				
Escape routes	Yes	No	N/A	Comments
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 doors 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	Yes	No	N/A	Comments
Do all luminaires and exit signs function correctly when tested?				
Have all emergency generators been tested? (Normally run for one hour.)				
Fire fighting equipment	Yes	No	N/A	Comments
Is the pressure in 'stored pressure' fire extinguishers correct?				
Additional items from manufacture's recommendations.				

Three monthly checks				
General	Yes	No	N/A	Comments
Are any emergency water tanks/ponds at their normal capacity?				
Are vehicles blocking fire hydrants or access to them?				
Additional items from manufacture's recommendations.				

Six monthly checks				
General	Yes	No	N/A	Comments
Has any fire fighting or emergency evacuation lifts been tested by a competent person?				
Has any sprinkler systems 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?				

<b>Six monthly checks continued</b>				
<b>Escape lighting</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Do all luminaires operate on test for one third of their rated value?				
Additional items from manufacture's recommendations.				

<b>Annual checks</b>				
<b>Escape routes</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Do all self-closing fire doors fit correctly?				
Are escape route compartmentation in good repair?				
<b>Escape lighting</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Do all luminaires operate on test for their full rated duration?				
Has the system been checked by a competent person?				
<b>Fire fighting equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has all fire fighting equipment been checked by a competent person?				

<b>Miscellaneous</b>				
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 check for ongoing availability?				
Have any fire fighter 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?				