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**Fire Safety Maintenance Checklist – Non-residential Premises**

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| --- | --- | --- | --- | --- | --- |
| **Check frequency and type** | **Y** | **N** | **N/**  **A** | **Who / Responsibility** | **Comment** |
| **Daily checks (not normally recorded)** | | | | | |
| **Escape routes** | | | | | |
| Can all fire exits be opened immediately and easily? |  |  |  |  |  |
| Are fire doors clear of obstructions? |  |  |  |  |  |
| Are escape routes clear? |  |  |  |  |  |
| **Fire warning systems** | | | | | |
| Is the indicator panel showing ‘normal’? |  |  |  |  |  |
| Are whistles, gongs or air horns in place? |  |  |  |  |  |
| **Escape lighting** | | | | | |
| Are luminaires and exit signs in good condition and undamaged? |  |  |  |  |  |
| Is emergency lighting and sign lighting working correctly? |  |  |  |  |  |
| **Firefighting equipment** | | | | | |
| Are all fire extinguishers in place? |  |  |  |  |  |
| Are fire extinguishers clearly visible? |  |  |  |  |  |
| Are vehicles blocking fire hydrants or access to them? |  |  |  |  |  |
| **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 pagers (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 (specialist equipment etc.). |  |  |  |  |  |
| **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 (emergency lights) 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 (specialist equipment etc.). |  |  |  |  |  |
| **Three-monthly checks** | | | | | |
| **General** | | | | | |
| Are any emergency water tanks/ponds at their normal capacity? |  |  |  |  |  |
| Are vehicles blocking fire hydrants or access to them? |  |  |  |  |  |
| Additional items from manufacturer’s recommendations (specialist equipment etc.). |  |  |  |  |  |
| **Six-monthly checks** | | | | | |
| **General** | | | | | |
| Has any firefighting or emergency evacuation (eg. disabled 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** | | | | | |
| Additional items from manufacturer’s recommendations (specialist equipment etc.). |  |  |  |  |  |
| **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 service direction signs in place? |  |  |  |  |  |
| **Periodic** | | | | | |
| Is the premises electrical installation inspected in accordance with the IET Wiring Regulations/BS 7671- at least every 5 years? |  |  |  |  |  |
| Have all actions raised in the premises electrical installation report (above) been actioned and closed out? |  |  |  |  |  |
| Has portable electrical equipment been PAT tested at least every 12 months, 24 months or 48 months as determined by the location risk (see intranet) <https://staff.shropshire.gov.uk/policies-and-guidance/health-and-safety/registration-inspection-and-testing-of-portable-and-transportable-electrical-equipment/> )?  And for high risk locations:   * 3 monthly on construction sites? * 6 monthly in industrial site and commercial kitchen? |  |  |  |  |  |