
 Daily checks (not normally recorded)	Week 1	Week 2	Week 3	Week 4
Escape Routes				
Can all fire exits be opened immediately and easily?				
Are escape routes clear?				
Fire Doors				
Are fire doors clear of obstructions?				
Fire Alarm System				
Is the fire alarm panel showing normal?				
Emergency Lighting				
Are charging indicators (green or red LED's) visible?				
Are luminaries and exit signs in good condition and undamaged?				
Is emergency lighting and sign lighting working correctly?				
Fire Fighting Equipment				
Are all fire extinguishers in place and have a tamper tag fitted?				
Is all fire fighting equipment clearly visible and in good condition?				
Are vehicles blocking fire hydrants or access to them?				

 Weekly Checks (include the above)	Week 1	Week 2	Week 3	Week 4
Escape Routes				
Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly ?				
Are external stairs and escape routes clear and safe to use ?				
Fire Alarm system				
Does testing a manual call point send a signal to the fire alarm panel? (inform monitoring station if alarm is monitored)				
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, dorgard release)				
Is the control panel showing normal?				

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