



Facilities Fire & Life Safety Check

Weekly fire and life-safety checklist: detection, means of escape, equipment, and governance records.

BUILDING / ESTATE

WEEK COMMENCING

INSPECTOR

COMPANY / CONTRACTOR

RESPONSIBLE PERSON

PREVIOUS OPEN FAULTS

1. Detection & alarm

- Fire panel status normal (or faults logged) ☐ Pass ☐ Fail ☐ N/A
- Manual call points unobstructed and labelled ☐ Pass ☐ Fail ☐ N/A
- Detectors free from obstruction / dust bags ☐ Pass ☐ Fail ☐ N/A
- Weekly alarm test recorded this period ☐ Yes ☐ No ☐ N/A

ALARM TEST TIME / ZONE / RESULT

CAUSE-AND-EFFECT / INTERFACE ISSUES

2. Means of escape

- Escape routes and final exits clear ☐ Pass ☐ Fail ☐ N/A
- Fire doors close fully; no wedges in use ☐ Pass ☐ Fail ☐ N/A
- Emergency lighting functional on spot checks ☐ Pass ☐ Fail ☐ N/A
- Assembly point signage clear externally ☐ Pass ☐ Fail ☐ N/A
- Evacuation plans displayed and current ☐ Pass ☐ Fail ☐ N/A

3. Firefighting equipment

- Extinguishers present, gauged, accessible, in date ☐ Pass ☐ Fail ☐ N/A
- Hose reels / hydrants unobstructed ☐ Pass ☐ Fail ☐ N/A
- Suppression / sprinkler valve rooms accessible ☐ Pass ☐ Fail ☐ N/A
- Fire blankets available in relevant areas ☐ Pass ☐ Fail ☐ N/A

EQUIPMENT DEFECTS

4. Records & governance

- Fire log book updated with this check ☐ Yes ☐ No ☐ N/A
- Hot-works permits controlled this week ☐ Yes ☐ No ☐ N/A

Contractor induction covers fire arrangements

☐ Yes☐ No☐ N/A

Deficiencies escalated to responsible person

☐ Yes☐ No☐ N/A

SUMMARY FOR RESPONSIBLE PERSON

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY

DATE / TIME

SIGNATURE

REVIEWED / APPROVED BY