



Workplace Fire Safety Check

Routine workplace fire safety: detection cues, extinguishers, escape routes, and emergency information.

WORKPLACE / BUILDING

FLOOR / ZONE

INSPECTOR

DATE

Check frequency

☐ Daily ☐ Weekly ☐ Monthly ☐ Other

1. Escape & detection

- | | | | |
|---|----------------------------|----------------------------|---------------------------|
| Escape routes and final exits clear | ☐ Pass | ☐ Fail | ☐ N/A |
| Fire doors close fully; not wedged open | ☐ Pass | ☐ Fail | ☐ N/A |
| Exit signs / emergency lighting appear functional | ☐ Pass | ☐ Fail | ☐ N/A |
| Call points visible and unobstructed | ☐ Pass | ☐ Fail | ☐ N/A |
| Evacuation plan / assembly info displayed | ☐ Pass | ☐ Fail | ☐ N/A |

2. Equipment & housekeeping

- | | | | |
|---|----------------------------|----------------------------|---------------------------|
| Extinguishers present, gauged, accessible, in date | ☐ Pass | ☐ Fail | ☐ N/A |
| Fire blankets available where required (e.g. kitchen) | ☐ Pass | ☐ Fail | ☐ N/A |
| Combustible storage controlled; no blocked panels | ☐ Pass | ☐ Fail | ☐ N/A |
| Hot-work / ignition sources controlled if present | ☐ Pass | ☐ Fail | ☐ N/A |

EXTINGUISHER / DEFECT LOG

LOCATION	TYPE	ISSUE	ACTION

OTHER FIRE SAFETY COMMENTS

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY	DATE / TIME
SIGNATURE	
REVIEWED / APPROVED BY	