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| <b>Daily Observations</b>                          |   |
| Fire Alarm panel visual check                      | Check the panel daily for fault codes   |
| Emergency Escape Lighting visual check             | Check to see if any lights are out or damaged   |
| Escape Routes                                      | Check to see if fire exits are safe to use  |
| Firefighting Equipment                             | Check to ensure firefighting equipment is in situ where designated and are undamaged/unused   |
| <b>Weekly Inspections</b>                          |   |
| Fire Alarm weekly test                             | A weekly test of the alarm system should be undertaken during occupied work hours   |
| Automatic Opening Doors (Dorgard devises monthly)  | Any automatic opening/closing doors should be checked to ensure they operate in the event of fire alarm activation  |
| Escape Routes                                      | Check to see if fire exits are safe to use  |
| <b>Monthly Inspections</b>                         |   |
| Escape Routes                                      | Check <b>all</b> designated fire exits to ensure they operate correctly and are free from obstruction and safe to use ( including Ragland Bolts )         |
| Emergency Escape Lighting visual check             | Monthly test to ensure correct operation  |
| Firefighting Equipment                             | Check to ensure fire extinguishers have pressure and all firefighting equipment is in position and serviceable  |
| Smoke Control Systems                              | Any smoke control system should be tested in line with manufacturer's instructions  |
| Refuge areas                                       | Ensure that the refuge areas are clear. Signs are clear, area has passive fire protection.  |
| Evacuation Chairs                                  | Ensure that the evacuation chair is in date for test and stored correctly. Regular training for operator.   |
| <b>Quarterly Inspections</b>                       |   |
| Review of Fire Safety Log Book                     | Ensure the Fire Safety Logbook is up to date, and all records have been entered correctly   |
| Passive fire protection inspection                 | Check all relevant equipment such as electrical routing lines going from room to room, ensuring the holes are filled in correctly.                        |
| <b>Annual Inspection</b>                           |   |
| Fire evacuation / Followed by Fire safety meeting. | Ensure that the evacuation exercise is undertaken, the results and any remedial actions are recorded. Have a meeting after drill to discuss any concerns. |
| Review of Fire Risk Assessment                     | The FRA is required to be reviewed on an annual basis or following any material changes.  |