



GENERAL FIRE SAFETY CHECKLIST

Fire safety checklist Y N

1. Corridors

- Are fire escape routes kept clear?
- Are any combustible items kept or left in the corridor, e.g. tables?
- Are any metal cabinets in the corridor always kept shut?
- Are all fire exit doors kept unlocked so people can evacuate in the event of an emergency?
- Are all fire exits clearly marked?
- Is all emergency lighting working?
- Is the casing on any emergency lighting clean and in good condition?
- Are all fire extinguishers in their correct place?
- Do all fire extinguishers have their operating instructions nearby?
- Have all fire extinguishers been visually inspected?
- Can fire-fighting equipment be easily accessed?
- Can fire alarms be heard clearly in every corridor?
- Do the arrows on fire evacuation signs point in the correct direction?
- Are all signs replaced following any building or decorating works?
- Is all fire safety signage in good condition and in the correct place?
- Are all fire doors in good condition?
- Do all fire doors close properly?
- Are all fire doors kept closed?
- Are the evacuation procedures displayed prominently?
- Is all rubbish removed regularly from the corridors?
- Are the corridors cleaned regularly?

This checklist has been completed to the best of my knowledge.

Signed:..... Date:



Fire safety checklist

Y N

2. Other areas

- Are rubbish bins emptied regularly?
- If there is paper recycling, is the paper removed regularly?
- Are all walkways kept clear and without trip hazards?
- Can fire alarms be heard?
- Are all fire doors in good condition?
- Do all fire doors close properly?
- Are all fire doors kept closed?
- Are any of the sockets overloaded?
- Do any plugs on any electrical equipment look damaged?
- Does any wiring or cabling look unsafe?
- Is any desk lighting on an uneven surface and likely to be knocked over?
- Are all items of electrical equipment not in use unplugged?

Any comments/action to be taken:

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This checklist has been completed to the best of my knowledge.

Signed:..... Date:

Repairs completed by: Date:

Note: This checklist is to be retained on file for at least three years.