

**Weekly Check List:**

**1. Fire Extinguishers:**

- Check that all fire extinguishers are in their designated places.
- Ensure fire extinguishers are not blocked and are easily accessible.
- Verify that the pressure gauge is in the operable range.
- Confirm that the tamper seal is intact.
- Check for any signs of damage or corrosion.

**2. Fire Exits:**

- Ensure all fire exits are unobstructed and accessible.
- Verify that exit signs are illuminated and visible.
- Test emergency exit doors to ensure they open easily.

**3. Fire Alarm System:**

- Test manual call points to ensure they are functioning.
- Check that the fire alarm panel indicates normal operation.
- Confirm that the fire alarm is audible throughout the area.

**4. Emergency Lighting:**

- Test emergency lighting to ensure it operates correctly.
- Verify that all emergency lights are illuminating correctly.

**5. Fire Doors:**

- Ensure all fire doors are closed but not locked.
- Check that fire doors close automatically from an open position.
- Verify that fire door seals and strips are intact and undamaged.

**6. Housekeeping:**

- Ensure that no combustible materials are stored in escape routes.
- Check for accumulation of waste and ensure regular removal.
- Verify that flammable liquids are stored in appropriate containers.

**Comments:**

- \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
-

**Monthly Check List:**

**1. Fire Safety Equipment:**

- Verify the functionality of smoke detectors.
- Ensure fire blankets are in place and accessible.
- Check the condition of fire hoses and hose reels.

**2. Signage:**

- Confirm that all fire action notices are in place and legible.
- Ensure that escape route signage is clear and visible.

**3. Training and Drills:**

- Ensure that all staff are aware of fire safety procedures.
- Verify that fire drills have been conducted as scheduled.
- Check that new staff members have received fire safety training.

**4. Documentation:**

- Ensure fire safety records are up-to-date.
- Verify that inspection logs are completed and signed.

**5. Fire Hazard Identification:**

- Conduct a walkthrough to identify potential fire hazards.
- Address any issues found during the walkthrough.

**Comments:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Fire Warden Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

---

This check list is designed to help ensure that fire safety measures are maintained regularly and effectively. Any issues identified should be reported to the responsible person immediately for corrective action.