

CSC Fire "Monitoring"

Person responsible: -	Treasurer/ committee	Frequency: -	annually
Signature: -		Date: -	

No	Items to be checked	Yes	No	N/A
1	Are fire fighting appliances in their designated position, and unobstructed?	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
2	Are fire exit doors kept unlocked during occupancy?	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
3	Has the fire alarm system been tested and records kept?	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
4	Is housekeeping in all areas kept to a high standard?	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
5	Are all fire doors and exit routes kept clear of obstructions?	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
6	Are flammables stored away from sources of ignition?	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
7	Are combustibles stored appropriately? i.e. not beneath stairwells or against electrical apparatus.	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
	Monthly	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX

8	Are all signs including exit, fire notice and appliance usage clearly displayed throughout the premises?	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
9	Is emergency lighting tested and recorded?	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
10	Are all combustible materials and flammable substances stored in their designated areas with signs displayed?	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
11	Have all employees been instructed on the emergency evacuation procedure?	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
12	Are all employees aware of smoking restrictions?	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
	Annually	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
13	Has a fire evacuation drill been undertaken and recorded within the last twelve months?	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
14	Has the Fire Risk Assessment been documented and reviewed?	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX

15	Has all fire fighting equipment had its annual service?	FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
		FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
		FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
		FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
		FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
		FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX
		FORMCHECKB OX	FORMCHECKB OX	FORMCHECKB OX

**NoAction requiredBy whomDate
dueDate**

doneIntl. FORMTEXT Fire evacuation drill FORMTEXT A copy of all completed forms must be kept on file

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