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| **Building:** | **Location:** | **Level:** |
| **Completed by:** | **Signed:** | |
| **Date:** | **Time:** | |

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| **CHECK** | **OUTCOME** | **COMMENTS** |

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| 1. **FIRE ALARM** | | | |
| **1A** | Are the break glass’ call points clearly visible and easily accessible? | Select |  |
| **1B** | Have there been any reports of faulty fire sounders during the weekly fire alarm tests? | Select |  |
| **1C** | Have there been any reports regarding faulty [interfaced] devices during the fire alarm tests? | Select |  |

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| 1. **FIRE EXTINGUISHERS** | | | |
| **2A** | Are the fire extinguishers in the correct location? | Select |  |
| **2B** | Is suitable signage provided for each fire extinguisher? | Select |  |
| **2C** | Are they clearly visible and easily accessible? | Select |  |
| **2D** | Are they free from damage and signs of discharge? | Select |  |

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| 1. **MEANS OF ESCAPE** | | | |
| **3A** | Do records indicate that the escape routes are afforded a daily checks to ensure that there are no obstructions and no combustible items? | Select |  |
| **3B** | Are external stairs and pathways checked weekly for obstructions? | Select |  |
| **3C** | Are final exit doors checked weekly to ensure that they open easily? | Select |  |

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| 1. **FIRE DOORS** | | | |
| **4A** | Daily (visual) checks of the fire doors are carried out to ensure that they are not wedged or propped in the open position? | Select |  |
| **4B** | Are fire doors checked monthly to ensure that they are in good order i.e. do they self-close close the door fully [against the door checks], are opening devices in good order and are vision panels free maintain clear (labs and workshops only)? | Select |  |

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| 1. **SAFETY AND HAZARD WARNING SIGNS** | | | |
| **5A** | Are safety and hazard warning signs clearly visible? | Select |  |
| **5B** | Are the signs free from damage? | Select |  |

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| 1. **EVACUATION CHAIRS** | | | |
| **6A** | Is there an evacuation chair present? | Select |  |

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| 1. **OTHER FIRE SAFETY MISSUES** | | | |
| **7A** | Are there any other fire safety issues identified? | Select |  |