Following a period of closure, it is advisable that any buildings occupied by University of Strathclyde staff or students undergoes a review of its fire safety related installations, systems and other relevant fire safety related provisions, to ensure that the building is safe from a fire safety perspective and is able to operate under its pre-closure fire safety strategy.

Below is a checklist of the items that must be reviewed/tested/serviced (as appropriate) prior to occupation. Any identified issues should be reported in the normal manner through Estates Helpdesk. Furthermore, the [University Fire Safety Adviser](mailto:wesley.boulstridge@strath.ac.uk) is available to discuss and provide advice as required.

|  |  |  |
| --- | --- | --- |
| **Means of escape** | **Outcome** | **Comments** |
| Are all internal escape routes free from obstruction and combustible items? | Select |  |
| Are all external routes clear/free from obstruction? | Select |  |
| Are all final exit doors unlocked and available for exit? | Select |  |
| Are all internal escape doors unlocked? | Select |  |
| Is all fire exit directional signage in place and clearly visible?, | Select |  |
| Do all doors with magnetic hold open devices ‘fail safe to close’ upon actuation of the fire alarm? | Select |  |
| Do all doors with electronic locking devices ‘fail safe to unlock’ upon actuation of the fire alarm? | Select |  |

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| --- | --- | --- |
| **Fire Warning System** | **Outcome** | **Comments** |
| Is the fire alarm panel free form any fault warning lights? | Select |  |
| Has the system been tested to ensure functionality prior to occupation of the building (including audibility in all areas)? | Select |  |
| Does the connection from the fire alarm to the security control operate when the alarm is activated? | Select |  |
| Are all operating points unobstructed and ready for use? | Select |  |
| Are all operating points free from any obvious damage? | Select |  |
| Are all devices (detectors, sounders and beacons) free from damage? | Select |  |

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| **Fire Extinguishers** | **Outcome** | **Comments** |
| Are all fire extinguishers in position? | Select |  |
| Are all tamperproof pins and seals provided? | Select |  |
| Are all pressure gauges (where fitted) showing green? | Select |  |
| Have all fire extinguishers been serviced within the past year? | Select |  |

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| **Life Safety Systems (where fitted)** | **Outcome** | **Comments** |
| Are all smoke extraction and ventilation systems tested and operational? | Select |  |
| Are all fire curtains tested and operational? | Select |  |
| Are the Evacuation Lifts tested and operational? | Select |  |
| Are all Emergency Voice Communication Systems tested and operational? | Select |  |

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| **Electrical** | **Outcome** | **Comments** |
| Is the power supply to the building operating correctly? | Select |  |
| If the building has been powered down for a period are the emergency lighting units fully charged and operational? | Select |  |

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| --- | --- | --- |
| **General Fire Safety** | **Outcome** | **Comments** |
| Has the building fire plan or occupancy changed? | Select |  |
| If so, do all staff and students know the amended fire action procedure? | Select |  |
| Are there or will there be a satisfactory number of Fire Marshals available to manage any fire evacuation? | Select |  |
| Do Security Staff and Fire Marshals require any refresher training (investigation of fire alerts or evac-chair) before the building re-opens; to ensure fire evacuation procedures run smoothly? | Select |  |

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| --- | --- | --- | --- |
| **Signed:** |  | Date: |  |