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 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: |  |