

Appendix 1

Inspections

Daily Inspections (Carried out by QE2 Staff)

Fire Panel

Check the power light is on, this indicates normal operation.

Log any faults and check that any faults from the previous day are fixed.

Emergency Lighting

Every maintained emergency light is lit.

Any fault logged and action taken.

Escape Routes

Ensure all escape routes are unlocked and clear.

Weekly Inspections (Carried out by QE2 Staff)

Portable Fire Extinguishers

Check all fire extinguishers are in the correct place.

Check all fire extinguishers are in good condition and haven't been discharged.

Fire Alarm System

Check that the fire alarm can be activated by call points, testing all call points

Log any faults and arrange for them to be rectified.

Monthly Inspections (Carried out by QE2 Staff)

Emergency Lighting

Simulate a power failure to the lighting circuit.

Check all emergency lights are lit.

Log any faults and take action to solve them.

Turn power back on and check that indicator lamps are lit (green or red)

Fire Exits

Check that Fire Exit doors open easily.

Ensure they aren't blocked in any way.

Log and take action to solve any faults

Six Monthly Inspections

Fire Alarm System and Emergency Lighting System

(Carried out by Southern Fire Protection Ltd)

Turn off power to emergency lighting circuit and allow batteries to discharge fully to ensure battery life is maintained, then recharge.

Any faults to be logged and action taken to solve them.

Report obtained

Fire Doors

Fire Doors should be inspected, ensuring they open and close properly.

Heat activated seals and smoke seals are undamaged.

Yearly Inspection

Fire Extinguishers and fire blankets

(Carried out by Southern Fire Protection Ltd)