



NAME OF CLUB.....

FIRE SAFETY TEST SCHEDULE OF INSPECTIONS

	DAILY	WEEKLY	MONTHLY	QUARTERLY	SIX MONTHLY	ANNUALLY
Escape routes, exit doors and fire extinguishers	Check doorways and escape routes are clear and record					Fire extinguishers tested by a competent Engineer
Fire Alarm	Visual check of panel indicator light	Test at least one break glass call point each week and record			Test by a competent Engineer	
Emergency Lighting	Visual check of indicator lights on lighting units		Test and record		Test by a competent Engineer	Test by a Competent Engineer if lighting over three years old
Fire hose reels		Visual check and record				Test by a competent Engineer
Smoke vents						Test by a competent Engineer
Dry risers					Visual inspection only. Any missing or damaged items are replaced	Full annual pressure test by a competent Engineer for dry risers for buildings above 18 metres and below 60 metres
		Routine tests and check as advised by manufacturer	Routine tests and checks as advised by manufacturer	Test by a competent Engineer	Test by a competent Engineer	Test by a competent Engineer
Magnetic door holders		Check all in good working order each time alarm is tested				Test by a competent Engineer
Training records	Induction to be recorded				Staff refresher training and record	
Fire drills					All staff – fire drills	