

# Fire Safety Weekly Checklist.

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Name		Date	
Job Title			
Location			

Inspection Details:	Fail	Pass
Has the Fire Alarm been tested?		
Can Fire Exit doors be easily opened and are free of obstructions interior and exterior?		
Are all Exit Signs appropriately illuminated?		
Are adequate Emergency Escape Route signs displayed? (Green running man)		
Have Emergency Lights been inspected?		
Are Fire Evacuation Routes clear of obstructions?		
Where required are there spare batteries for emergency escape lights and torches available?		
Are all Fire Extinguishers stored in the correct location?		
Are Fire Extinguishers easily accessible with locations properly marked?		
Are all fire Extinguisher anti-tamper seals intact?		
Have Fire Extinguisher pressure gauges been checked?		
Are ALL employees aware of their role and responsibilities in the Emergency Evacuation Procedures?		
	N/A	Fail    Pass
Are Evac chairs in place and easily accessible?		

Any failures should be recorded below and immediately reported to management.

Details of inspection Failures:

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Actions taken:

Actions/further actions required?

Signed:

Date:

Time: