

FIRE CHECKLIST / EXITS CHECK / ATTENDANCES

WEEK COMMENCING: _____
VENUE: _____

DAILY FIRE EXIT CHECK

		M	T	W	T	F	S	S
1	CHECK FOR SUSPICIOUS PACKAGES							
2	FIRE EQUIPMENT IS IN PLACE & CLEAR AND UNOBSTRUCTED							
3	FIRE EQUIPMENT IS IN DATE & UNTAMPERED WITH							
4	FIRE DOORS ARE CLOSED & NOT WEDGED OPEN							
5	FIRE ESCAPES NOT OBSTRUCTED & ARE COMPLETELY CLEAR							
6	ALL BREAK GLASS PANELS ARE IN FIT CONDITION							
7	EXIT SIGNS ARE IN PLACE & LIGHTING IS SUFFICIENT							
8	CHECK FOR BARE ELECTRICAL POINTS OR WIRES							
9	CHECK NO ACCUMULATED RUBBISH							
10	FIRST AID BOX IN PLACE							
11	ALL BULBS IN EMERGENCY LIGHTS ARE WORKING							
12	CALL POINTS CLEAR & UNOBSTRUCTED							
13	NEW PEOPLE ON SITE ARE BRIEFED PER SITE INSTRUCTIONS							

HOURLY FIRE EXIT CHECK

	MON	TUES	WED	THURS	FRI	SAT	SUN
17H00							
18H00							
19H00							
20H00							
21H00							
22H00							
23H00							
24H00							
01H00							
02H00							
03H00							
04H00							

HOURLY ATTENDANCE FIGURES

	MON	TUES	WED	THURS	FRI	SAT	SUN
17H00							
18H00							
19H00							
20H00							
21H00							
22H00							
23H00							
24H00							
01H00							
02H00							
03H00							
04H00							
REFUSED							