

# Routine Premises and Fire Safety

## Checklist

Date of Inspection:

Weekly / Monthly / Quarterly (circle one)

Area / building:

**General Conditions**

✓ as appropriate

### Building & Structures

- Visually in good condition
- No damage to walls or floors
- Structural members undamaged
- Windows and Doors in good condition
- Roofs not damaged nor leaking
- Gutters / drains not damaged nor leaking
- Gutters Inspected and cleaned (Annual)
- Roofs inspected (Annual)

**OK**

  
  
  
  
  
  
  


### Comments / Action

### External Areas

- Walkways clearly marked and kept clear
- Paths and yard areas in good condition for pedestrians and vehicles
- Outdoor storage properly controlled
- Pallet storage away from buildings

  
  
  



### Electrical Equipment

- Visually in good condition
- No damaged cabling
- Trailing leads secured
- Sockets not overloaded
- Portable equipment inspected

  
  
  
  



### General Housekeeping

- No excessive storage
- Storage only in designated areas
- Aisles kept clear
- Floors kept clear
- Waste removed regularly
- Dust / grease build-up removed

**General Conditions** ✓ as appropriate

<b>Site Security</b>	<b>OK</b>	<b>Comments / Action</b>
Intruder detection systems in working condition Alarm signalling function	<input type="checkbox"/>	
CCTV functional and monitored	<input type="checkbox"/>	
Boundary fences and gates in good condition	<input type="checkbox"/>	
Security guard present	<input type="checkbox"/>	
	<input type="checkbox"/>	

**Fire Safety Specific** ✓ as appropriate

<b>Portable Fire Extinguishers</b>	<b>OK</b>	<b>Comments / Action</b>
Correct types in place	<input type="checkbox"/>	
Not discharged	<input type="checkbox"/>	
Visually in good condition	<input type="checkbox"/>	
Accessible	<input type="checkbox"/>	
None missing	<input type="checkbox"/>	

<b>Hose reels</b>	<b>OK</b>	<b>Comments / Action</b>
Visually in good condition	<input type="checkbox"/>	
None leaking	<input type="checkbox"/>	
Accessible	<input type="checkbox"/>	
Operational	<input type="checkbox"/>	

<b>Fire rated door/roller shutter</b>	<b>OK</b>	<b>Comments / Action</b>
Visually in good condition	<input type="checkbox"/>	
None damaged	<input type="checkbox"/>	
None obstructed	<input type="checkbox"/>	
Close fully	<input type="checkbox"/>	
Door open easily from inside	<input type="checkbox"/>	

<b>Emergency Procedures</b>	<b>OK</b>	<b>Comments / Action</b>
Roles and Responsibilities assigned	<input type="checkbox"/>	
Drills carried out	<input type="checkbox"/>	
Fire Brigade Information available	<input type="checkbox"/>	

<b>Combustible Composite Panels <i>(if available)</i></b>	<b>OK</b>	<b>Comments / Action</b>
All panels undamaged	<input type="checkbox"/>	
No exposed insulation materials	<input type="checkbox"/>	
All penetrations sealed	<input type="checkbox"/>	
Repairs undertaken promptly	<input type="checkbox"/>	

**Fire Safety Specific** ✓ as appropriate

**OK** **Comments / Action**

**Flammable Liquids**

- Stored in proper places
- One shift's worth in production area
- Designated flammable liquid cabinet used
- Earth bonds used during dispensing
- Floor drainage unobstructed
- Bunding in good condition
- Adequate ventilation
- Gas / vapour leak detection working condition
- Non-sparking tools used

**Other Ignition Sources**

- Smoking rules obeyed
- Hot Work Permits used
- Electrical panel kept clear
- Friction - moving equip. OK
- Static - no evidence of build-up
- Hot surfaces kept clear

**Other Fire Alarm / Control Systems**

- Monthly fire alarm checks
- Fire alarm system OK (no faults)
- Fire Hydrants kept clear
- Monthly sprinkler checks
- Monthly fire pump checks

**Additional observations & action planning comments**

Inspected by:	Signature & Date :
Reviewed by:	Signature & Date :

