**Record of Weekly Fire System & Equipment Test**

* Fire Evacuation is recorded separately
* All issues brought up during the checks below are raised with buildings management
* Buildings management check the fire system and equipment on regular basis (Central Log with them) See PPM in H&S file/ management access

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Item Tested/ Checked | Working | Not Working | Action Required/ Work Undertaken | Staff Sign |
|  | Fire Point No 1  Fire Extinguishers  Fire Blanket  Int. Fire Doors Closing  Fire Exits unlocking  Smoke Alarms Clear |  |  |  |  |
|  | Fire Point No 2  Fire Extinguishers  Fire Blanket  Int. Fire Doors Closing  Fire Exits unlocking  Smoke Alarms Clear |  |  |  |  |
|  | Fire Point No 3  Fire Extinguishers  Fire Blanket  Int. Fire Doors Closing  Fire Exits unlocking  Smoke Alarms Clear |  |  |  |  |
|  | Fire Point No 4  Fire Extinguishers  Fire Blanket  Int. Fire Doors Closing  Fire Exits unlocking  Smoke Alarms Clear |  |  |  |  |
|  | Fire Point No 5  Fire Extinguishers  Fire Blanket  Int. Fire Doors Closing  Fire Exits unlocking  Smoke Alarms Clear |  |  |  |  |
|  | Fire Point No 6  Fire Extinguishers  Fire Blanket  Int. Fire Doors Closing  Fire Exits unlocking  Smoke Alarms Clear |  |  |  |  |
|  | Fire Point No 7  Fire Extinguishers  Fire Blanket  Int. Fire Doors Closing  Fire Exits unlocking  Smoke Alarms Clear |  |  |  |  |

Fire Point Locations:

No 1: A side Laundry Room

No 2: Dining Room

No 3: Kitchen 1

No 4: Front Door

No 5: Main Lounge

No 6: Kitchen 2

No 7: B side Laundry Room

Please use both sides of the sheet, Thanks!

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Fire Point Locations:

No 1: A side Laundry Room

No 2: Dining Room

No 3: Kitchen 1

No 4: Front Door

No 5: Main Lounge

No 6: Kitchen 2

No 7: B side Laundry Room

Please use both sides of the sheet, Thanks!