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| Fire safety equipment weekly checklist for community service organisations |
| August 2015 |
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## Fire safety equipment

### Weekly checklist

This checklist must be used every week to verify that fire safety equipment does not have any obvious damage preventing it from functioning in an emergency.

Any action required must be reported to maintenance or a fire equipment maintenance contractor.

You must file the completed checklist for reference.

Mark the appropriate box as you check each item. If an item is damaged or you are unsure of the condition, mark *action required* and make a report to the maintenance contractor.

#### Fire extinguishers

For fire extinguishers to be classified as *ready to use*:

* it must have a safety pin and security tie
* the indicator needle should be in the green section.

#### Sprinkler heads

A damaged sprinkler head may not operate correctly by:

* not starting immediately if it is damaged
* not resisting water pressure fluctuations.

Over time, or when there is a sudden increase in water pressure, the sprinkler head seal may fail and begin to slowly leak or fully operate spraying water into the room. It is important that any obvious damage is reported so a technician can check the sprinkler head.

#### Smoke alarms

Smoke alarms with obvious damage will not function or work correctly, which means they may not detect smoke or alert occupants.

#### External sprinkler control cabinet

The external sprinkler control cabinet is a metal cabinet located either at the front or side of the building. Reading and recording the water pressure on the gauge assists with monitoring water supply pressure to the sprinkler system. If pressure varies beyond predetermined limits, action can then be taken to upgrade the water supply. These measurements are taken over an extended period of time.

### Visual inspection

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| Site address |  |
| Checked by [name] |  |
| Date |  |

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| **Smoke alarms** | | **Fire indicator panel** | |
| Checked | Action required | Checked | Action required |
| * All smoke alarms mounted correctly * No obvious damage or missing smoke alarms * Green indicator light is on all smoke alarms   *At least four smoke alarms should be randomly tested by depressing the smoke alarm test button* | | * No fault lights on   *Test the alarm Interlink by holding down the test button on any smoke alarm for more than three seconds to check if all other smoke alarms operate simultaneously when any one smoke alarm is activated* | |
| **Sprinkler heads** | | **External sprinkler control cabinet** | |
| Checked | Action required | Checked | Action required |
| * At least 500mm clearance around them * Free of unrelated attachments or decorations * No obvious damage to sprinkler heads or exposed pipe work * No sign of water leaking * Flat or conical disk concealing a sprinkler head is not damaged or dislodged | | *Open the cabinet using the “003” coded key*   * No loose or disconnected wires * No obvious damage or water leaking   *Record the water pressure*  Water pressure top gauge:  Water pressure bottom gauge:  If there are two pressure gauges, they should indicate the same pressure. If they are not, report the pressures to maintenance or the fire equipment contractor | |
| **Exits and exit paths** | | **Evacuation packs** | |
| Checked | Action required | Checked | Action required |
| Internal   * All paths to exits are clear, not obstructed or restricted * Exit doors are easy to open * Designated primary and secondary exit doors can open from inside without a key (not applicable if door strikes fitted) * Door hardware to be checked weekly or note last checked date which should be within the last three months:   External   * No obstructions or hazards along paths that may hinder or injure people evacuating * Paths to the designated assembly areas are clear and easy to follow | | * Evacuation pack in designated location * Contents and information is current * Contents checklist signed * Current evacuation floor plans and fire orders notices displayed * Plans and notices to be checked weekly or last checked date here: | |
| **Fire prevention – housekeeping** | | **Fire extinguisher** | |
| Checked | Action required | Checked | Action required |
| Internal   * Rubbish is stored and disposed of appropriately * Paper or clothing is not accumulating inside * Designated walkways and passages are clear * Smoking items are stored appropriately and ashtrays emptied and cleaned regularly * Combustible materials are kept away from hot elements (for example tea towels kept away from the stove) * Lint filters in dryers are clean   External   * Garden is maintained and not overgrown | | * In the designated location and securely mounted * Easily accessed in an emergency * Safety pin and security tie intact * Indicator needle on the gauge in the green sector | |
| **Fire blanket** | |  | |
| Checked | Action required |  | |
| * Securely mounted in designated position * Easily accessed in an emergency * No obvious damage and unused   The fire Blanket and bag should only be checked externally and blanket should not be removed from the bag | |  | |

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