

Action	Yes/No/NA	Recommendation	Deadline	Complete
Fire risk assessment on site?				
Staff have received fire training which is recorded on site?				
Means of escape, including exits, free from obstruction?				
Final exit doors quickly & easily openable without a key or code?				
Fire doors off protected routes kept closed?				
Fire doors are in good repair?				
Fire directional signage is in place including pictograms?				
Fire extinguishers serviced annually?				
Named and trained fire wardens available?				
Have the fire wardens been integrated into the overall fire evacuation strategy for the building, and are they aware of their responsibilities?				
Explosives or flammable liquids within tenant's demise are stored safely?				
Mains electrics within tenant's demise tested?				
Emergency lighting within the demise checked?				
Fire alarm system within the demise serviced?				
Call points within demise checked weekly?				
Cooking ranges have clean filters & ductwork and suitable risk assessment/cleaning regime?				
Is storage within 500mm sprinkler heads / 300mm AFD?				
Are there any disabled employees, including tenants and regular visitors?				
If so has their method of escape been considered and are plans available?				
<b>Additional comments (where applicable):</b>				