**Fire Wardens Checks**

Report ALL defects to PFO or BLO

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| **WEEKLY** | **MONTHLY** | **ANNUAL** |
| Fire Alarm( porters responsibility) Tuesday 10.30am | Check Extinguishers( are they in place , are pins and tags intact, are they damaged, is horn on CO2 loose) | Complete annual fire safety training |
| Detectors( are they covered/defect free) | Check magnetic locks and door hold open devices on fire doors |  |
| Final exit doors(open those not normally in use) | Check fire doors:   * do they close and override the latches- gap should not exceed 3mm * are they defect free * are smoke strips/intumescent strips in place * is door signage correct for type of door(eg keep shut/keep clear/keep locked * are fire doors into electrical cupboards locked |  |
| Escape routes( are they clear from obstructions) |  |  |
| Update online fire safety management system | Update online fire safety management system |  |

**PREMISES FIRE OFFICER DUTIES**

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| **WEEKLY** | **MONTHLY** | **ANNUALLY** |
| Report any defects on PLANON | Spot check fire wardens reports | Update the fire warden list |
|  |  | Arrange annual fire safety training |
|  |  | Liaise with other building users |
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