

Building Use Safety and Maintenance Checks

| Item | Instructions | Designated Responsible Person |
|--|---|-------------------------------|
| At every occurrence when the building is used | | |
| Fire Doors - Means of Escape | Check that the fire door can be opened immediately and easily | |
| | Check that all escape routes are clear from obstruction | |
| | Check that the fire exit doors are not chocked or propped open | |
| | Check that the door closers operate correctly | |
| Fire Alarm System | Check that the panel is active and not indicating 'Fault' | |
| Emergency Lighting | Check that the emergency lighting luminaires are lit | |
| Fire Fighting Equipment | Check that the fire extinguishers are in the correct place | |
| | Check that the fire extinguishers are clearly visible and not obstructed | |
| | Check that the security tags are in place | |
| Electrical Equipment | Visual check of portable appliances to look for damage and overheating etc | |
| At the scheduled maintenance period | | |
| Fire Doors - Means of Escape | Check that the fire door seals are in good order and in place | |
| | Signage is intact and in good order | |
| | Check that the emergency fire exit door push bar operates correctly | |
| Fire Alarm System | Test the fire alarm system by operating the manual call point and detectors | |
| | Ensure the fire alarm sounders can be heard | |
| Emergency Lighting | Test the emergency luminaires by switching off the mains supply - ensure they operate for the designated time | |
| Gas Appliances | Service the gas appliances [annually] | |
| Fire Fighting Equipment | Service the fire extinguishers [annually] | |
| Water Systems | Test the cold and hot water temperature of the sentinel tap or draw-off point. | |
| Electrical Equipment | Carry out portable appliance tests (PAT) of all electrical equipment | |
| Whenever access equipment is used | | |
| Step ladders | Complete step ladder inspection checklist prior to use | |

Building Use Safety and Maintenance Checks

Fire Door Checks

| | |
|--|--|
| Inspection Date | |
| Inspected By | |
| Signature | |
| See door schedule for door location and reference number | |

| | FIRE DOOR AND FIRE EXIT DOORS CHECKS | ROOM FIRE / SMOKE DOORS | EXIT TO STAIRS FIRE / SMOKE DOORS | PUSH BAR FIRE EXIT DOOR |
|--------------------------|--|-------------------------|-----------------------------------|-------------------------|
| | | OK? | OK? | OK? |
| VISUALLY EXAMINE: | 1. Door for physical damage particularly at the front edges where damage will affect the fire protection properties | | | |
| | 2. Intumescent/smoke strips for wear and damage | | | |
| | 3. Correct door alignment - adjust as required | | | |
| | 4. Security of hinges, door closers and ironmongery | | | |
| | 5. Panic release gear, adjust as required | | | |
| | 6. Automatic release holders for security of fit | | | |
| | 7. Glass fronted boxes. Ensure they are intact and contain the correct key | | | |
| LUBRICATE: | 8. Lubricate and adjust components as required | | | |
| TEST: | 9. Door operation. 10. Ensure door swings free and closes correctly 11. Observe door closer operation [speed]: adjust and lubricate as appropriate | | | |
| RECORD: | 12. Complete all documentation and 13. Record any defects or malfunction of equipment | | | |

COMMENTS / DEFECTS

Building Use Safety and Maintenance Checks

Emergency Luminaires Checks

| | |
|------------------------|--|
| Inspection Date | |
| Inspected By | |
| Signature | |

| | TASK | 6/W | H/Y | 3/Y |
|--------------------------|--|-----|-----|-----|
| | | OK? | OK? | OK? |
| VISUALLY EXAMINE: | 1. Luminaires: Examine for damage or deterioration and discolouration of the diffuser, and that the installed indicator lamps are illuminated on restoration of the normal supply | | | |
| | 2. Power Supply Unit: Examine batteries and their connections. Ensure all connections are sound and exhibit no signs of overheating | | | |
| | 3. Battery: Examine date of battery; replace if 4 years old. Ensure correct fuse rating | | | |
| TEST: | 4. Luminaires: Operation of luminaires and internally illuminated signs by operating the test facilities by simulating a failure of the mains supply. Ensure each luminaire remains on for - A: Six weekly - 3 minutes B: Half Yearly - 1 Hour C: Three Yearly - 3 Hours After reverting back to mains supply, check that the charge indicator is lit. <i>Note: [The period of simulated failure should not exceed one quarter of the rated duration of the luminaire or sign]</i> | | | |
| RECORD: | 5. Complete: all documentation and record any defects or malfunction of equipment | | | |

COMMENTS / DEFECTS

Building Use Safety and Maintenance Checks

Step Ladder Inspection

| | |
|------------------------|--|
| Inspection Date | |
| Step Ladder | |
| Inspected By | |
| Signature | |

| STEP LADDER SCHEDULE | |
|----------------------|--|
| 1 | |
| 2 | |
| 3 | |

If the step ladder fails any of the following checks - do not use. Report to the designated deacon

| | STEP LADDERS CHECKS | STEPLADDER | STEPLADDER | STEPLADDER |
|----------------|--|------------|------------|------------|
| | | 1 | 2 | 3 |
| | | OK? | OK? | OK? |
| CHECK: | 1. That stepladders are not wobbly when positioned | | | |
| | 2. That the hinge brackets are not loose or bent | | | |
| | 3. That the stop on the hinge bracket/spreaders is not broken and is fully effective | | | |
| | 4. That the hinges are not loose | | | |
| | 5. For any flaws or cracks | | | |
| | 6. That any anti-slip material is secure and in good order | | | |
| | 7. Feet for security of non-slip pads or similar | | | |
| | 8. Anything else to note | | | |
| RECORD: | 9. Complete all documentation and record any defects or malfunction of equipment | | | |

| |
|---------------------------|
| COMMENTS / DEFECTS |
|---------------------------|