

THE FIRE MAN



**Fire Safety and
Maintenance Logbook.**

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Contents

- Premises and responsible persons
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- Routine fire exit, escape routes, safety signage inspections.
- How to visually inspect your fire extinguishers.
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- Fire alarm fault record
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Premises and responsible persons

Name and address of site

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.....
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Has the premises had a fire risk assessment carried out? Yes/No

Date carried out:

Name(s) of responsible persons:

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.....

Fire alarm system.....

Control panel location.....

Type of system

Analogue addressable

Conventional

Home of Multiple Occupants (HMO)

Other types of detection

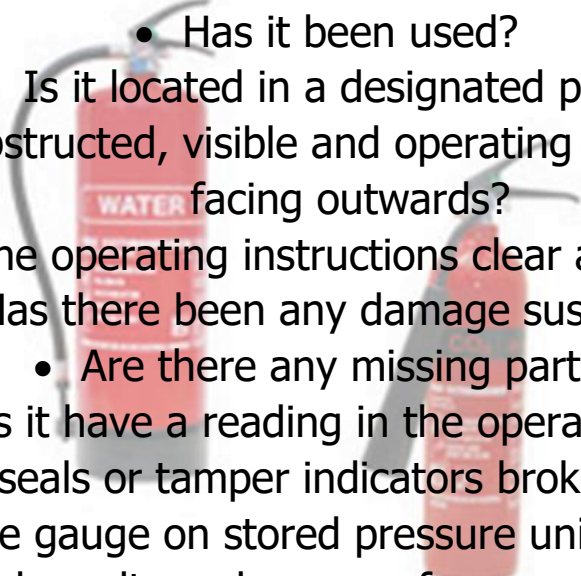
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Certificate of installation commission issued on.....

British Standard number.....

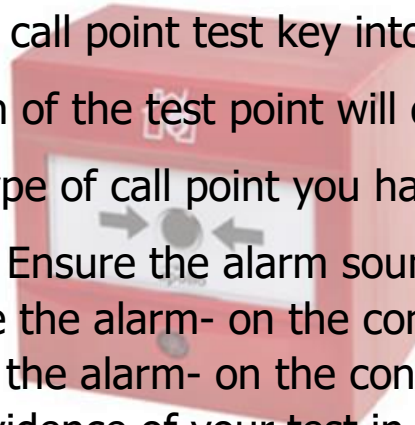
How to visually inspect your fire extinguishers.

An extinguisher inspection should include:

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- Has it been used?
 - Is it located in a designated place?
 - Is it unobstructed, visible and operating instructions are facing outwards?
 - Are the operating instructions clear and legible?
 - Has there been any damage sustained?
 - Are there any missing parts?
 - Does it have a reading in the operable range?
 - Are the seals or tamper indicators broken or missing?
 - A check of the gauge on stored pressure units should be noted.
 - Record results and arrange for corrective action.

How to test your call points.

- Insert the call point test key into the call point
(The location of the test point will depend on the type of call point you have)
 - Ensure the alarm sounds.
 - Silence the alarm- on the control panel.
 - Reset the alarm- on the control panel.
- Record the evidence of your test in your fire logbook.



How to test your emergency lights.

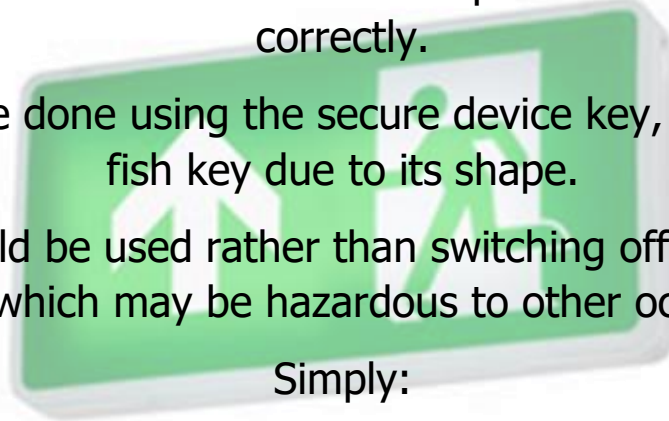
The monthly test can be carried out by the responsible person and is a short functional test which ensures the lamp switches on and illuminates correctly.

The test should be done using the secure device key, commonly called a fish key due to its shape.

The fish key should be used rather than switching off the mains lighting power, which may be hazardous to other occupants.

Simply:

- Insert the fish key into the emergency test switch,
 - Flick the light switch on,
- Ensure the light illuminates correctly and flick the switch off again.
 - Check green or red power light is on.
- Record the evidence of your test in your fire logbook.



Notes: