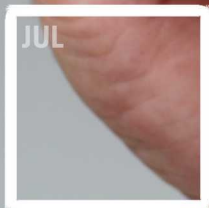


CONTACT OUR CUSTOMER  
DEVELOPMENT TEAM TODAY

**0370 608 4350**

customer.services@churchesfire.com



# YOUR MONTHLY SELF-ASSESSMENT CHECKLIST

REDUCE YOUR CHANCES OF FIRE WITH  
OUR SELF-ASSESSMENT CHECKLIST



Trust Churches Fire with the servicing and maintenance of your fire safety equipment. Contact us today on **0370 608 4350** to discuss your requirements.

**Churches Fire**  
COMPLETE FIRE & SECURITY

[www.churchesfire.com](http://www.churchesfire.com)



# FIRE SAFETY IN THE WORKPLACE

Under the Regulatory Reform (Fire Safety) Order 2005 and British Standards, every fire system should be managed by a responsible person. This person is responsible for the monthly testing of the system and the management of the maintenance carried out by the fire alarm company.

Monthly checks should be done in addition to your weeklies.

Below is a checklist of points you should consider on a monthly basis when inspecting your fire safety equipment.

**TIP** Try to schedule the tests at the beginning of the week and early on in the day. If any issues present during the test, you may be subject to out-of-hours call out charges.

## FIRE EXTINGUISHERS

Check the safety pin is intact	<input type="checkbox"/>
Ensure the paddle seal is not broken	<input type="checkbox"/>
Check the body for any dents or signs of corrosion	<input type="checkbox"/>
Ensure the nozzle is clean and free from dirt	<input type="checkbox"/>

## FIRE DOORS

Ensure your fire doors are certificated (label or plug)	<input type="checkbox"/>
Check the gaps between the leaf and frame are 3mm (+/- 1mm)	<input type="checkbox"/>
Ensure the intumescent/cold smoke seals are not damaged or missing	<input type="checkbox"/>
Make sure the hinges are firmly fixed with no screws missing	<input type="checkbox"/>
Check all handles and panic hardware operate correctly	<input type="checkbox"/>
Ensure the doors close in a controlled manner and are free from obstruction	<input type="checkbox"/>
Make sure door selectors operate correctly	<input type="checkbox"/>
Ensure the glass is secure in the frame	<input type="checkbox"/>
Make sure the doors display the correct legible signage	<input type="checkbox"/>
Ensure your doors have been inspected by a trained industry professional	<input type="checkbox"/>

## EMERGENCY LIGHTING

Ensure the lights are charging correctly	<input type="checkbox"/>
Insert test key to test switch to ensure operating correctly	<input type="checkbox"/>

When you are satisfied that all emergency lights in the area have illuminated as expected, you may switch the key back to normal mode.

## YOUR DETAILS

Company name:
Name:
Date:
Site location

**It's important to remember that regular servicing and maintenance must be carried out by a competent technician.**

At Churches Fire we have the qualifications and experience to help you meet your fire safety duties, whilst ensuring compliance to the relevant standards.



Get in touch with Churches Fire for further advice on how to do your monthly checks to fulfil all of your fire safety obligations. Contact us on **0370 608 4350** today.

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