

CONTACT OUR CUSTOMER
DEVELOPMENT TEAM TODAY

0370 608 4350

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YOUR WEEKLY SELF-ASSESSMENT CHECKLIST

REDUCE YOUR CHANCES
OF FIRE AND THEFT WITH OUR
SELF-ASSESSMENT CHECKLIST



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

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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 weekly testing of the system and the management of the maintenance carried out by the fire alarm company.

SECURITY INSPECTION

A security inspection should be performed once per week by the property manager (or authorised representative).

Below is a checklist of points you should consider weekly when inspecting your fire and security systems.

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 ALARMS

Ensure your panel is fault free with no system fault lights

Test all call points on-site in rotation

Ensure each call point is checked for signs of damage

Make sure the alarm sounds clearly from each call point

Record the test in your logbook, noting any issues

INTRUDER ALARMS

Ensure your detectors are unobstructed

Check the detectors are clean/dirt free

Ensure all door and window locks work

Make sure there is no equipment inside and outside the building that would provide intruders with access to windows/flat roofs

Ensure all user fobs and codes work correctly

Confirm your key holder details are correct

Check system user logs for events

ALARM MONITORING

Ensure your dedicated alarm receiving centre is live and working

SPRINKLERS

Check the water and air pressure gauge readings on installations, trunk mains and pressure tanks, review against previous results

Correct the position of all stop valves

PUMP TEST

Simulate a pressure reduction in the small bore pump initiation assembly on the pump delivery trunk main

Check and record the starting pressure

Allow a diesel engine driven pump to run for 30 minutes, check all fluid levels and pressures and note any defects

Allow an electric engine driven pump to run for 15 minutes and note any defects

Check there is cooling water flowing

Check that all associated visual and audible alarms operate satisfactorily

For diesel pumps, complete the automatic restart test

Complete general battery, pump and pump house checks



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

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WATER SUPPLY/TANKS

Check water levels have not dropped	
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Examine the condition of any water storage tank and access ladder and note any defects	
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Check any trace heating and lagging if installed	
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CONTROL VALVES

Note the pressure registered on the gauges below and above the valve	
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Open the test valve fully and confirm the time taken for the alarm gong to sound	
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Allow the gong to sound for at least 30 seconds	
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Close the test valve	
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Note the pressure registered on the gauges below and above the valve	
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Check for correct alarm signal transmission	
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Complete general condition checks	
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Confirm all valves are padlocked in the correct position	
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CCTV

Check that your cameras NVR/DVR recording remains in place	
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Ensure cameras view correct areas	
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Make sure external detectors are unobstructed and dirt free	
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ACCESS CONTROL

Check all locks are secured safely	
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Ensure doors still open and close properly with their door closers	
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Make sure all fobs work correctly	
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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.



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