

- Who is the responsible person?
- Any history of fires at the premises?
- Approx. size of building?
- Number of employees/tenants?

Annual Maintenance/Inspection Certificates

- Fire alarm
- Emergency lighting
- Electrical certificate (EICR - this is only carried out once every 5 years)
- Gas Safety Checks (CPI2 / CP42 for commercial kitchens)
- Fire extinguisher
- PAT testing

Fire Safety Logbook

- Weekly fire alarm testing
- Monthly emergency lighting
- Routine checks of escapes routes
- Routine checks of final exits.

Staff Fire Training Records

- Fire drills
- Emergency evacuation plan
- Staff training / refresher training.

