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Daily checks - Instructions	Date	Sign Name
<p>Fire detection and Alarm Systems To include; fire alarm sounders, visual alarm devices, smoke and heat detectors.</p> <ul style="list-style-type: none"> Are previous faults recorded, investigated and actioned? Ensure indicator panel is showing normal and in good order. <p>Escape Routes</p> <ul style="list-style-type: none"> Escape routes clear and free from obstruction, through final exit and to route to assembly point. No goods, material or unwanted furniture etc. Stored All fire doors kept closed Emergency exit doors are unobstructed and open immediately and easily. <p>Recommended</p> <ul style="list-style-type: none"> Housekeeping Kitchens – including fire blankets Monitor the use and condition of cables, plugs and sockets. Monitor the condition of upholstered / in-filled furnishings <div style="background-color: #f4a460; padding: 2px; margin: 5px 0;">Based on the outcome of a risk assessment of your premises, you may also need to consider the following;</div> <p>Emergency Lighting</p> <ul style="list-style-type: none"> Check that every lamp in a maintained system is lighting as required. Check that every LED status indicators are illuminated and showing healthy condition / status. Ensure all faults are logged and previous actions were taken. <p>Fire Extinguishers</p> <ul style="list-style-type: none"> In designated location and signed accordingly. Clearly visible and unobstructed. Anti-tamper seals / tabs intact and unbroken. Pressure gauge within operational range. No damage or defects such as clogged nozzle, corrosion or leakage, damaged hose or mounting. Inspection date labels within test dates. Fire blankets to be inspected for defects / damage 	1 st	
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	31 st	

Faults Found	Actions Taken	Date	Initials