

# CARRUS

# Fire Safety Checklist

Use this checklist to assist in maintaining the fire safety procedures in the building.

Check each item and tick the appropriate box. Make a note of any work required to rectify and issues and forward to the HSO.

Complete annually

Date:	Checked	Yes	No
All doors are in good working order			
At all time exits are clear of obstructions (rubbish etc)			
Fire extinguishers are in place, in clear view and not obstructed			
Date of expiry on the Fire extinguisher/s – note date of expiry under 'faults' if it expires within the next 6 months			
Fire extinguisher/s seal is intact			
Acting Warden knows how to use the fire extinguisher			
Housekeeping: Floor / Area is always tidy and neat : Rubbish is removed			
All faults from previous check rectified			

**FAULTS:**

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Date Completed: ..... Signed: .....