

Daily	Action
Fire alarm system control panel fault free	2
Emergency communication panels fault free	2
Emergency light units charging (Local LED)	2
Escape routes and fire doors unobstructed	3
Plugs and extension leads not overloaded	3
Weekly	Action
Fire alarm system weekly test (Different call point activated each week)	1 / 2
Visual check to fire fighting equipment (Extinguishers, Hose reels etc)	2
Monthly	Action
Emergency lighting functional test (Activate keyswitch to simulate power failure)	1 / 2
Every three months (Quarterly)	Action
Periodic inspection & service by maintenance company	1
Every six Months	Action
Periodic inspection & service by maintenance company (Max. since previous)	1
Fire evacuation drill	1
Fire warden training	1
Annually	Action
Major inspection & service to fire alarm system by maintenance company	1
Full discharge test to all emergency lighting units	1
Fire fighting equipment (Extinguishers, Hose reels etc) BS5306 standard service	1
Every five years	Action
Fire fighting equipment (Extinguishers, Hose reels etc) BS5306 extended service	1
Every ten years	Action
Fire fighting equipment (Extinguishers, Hose reels etc) BS5306 overhaul service	1

Action codes:

- 1 Record in Log book
- 2 Record in Log book if fault exists and call Maintenance company
- 3 Rectify if possible or consult local Health & Safety manager

Download log book pages at: www.ajfire.co.uk