

# COALEY PLAYGROUP FIRE SAFETY MAINTENANCE CHECKLIST

**Please complete monthly**

## *Escape Routes*

	YES	NO	COMMENTS
*Can all fire exits be opened immediately and easily?	<input type="checkbox"/>	<input type="checkbox"/>	
*Are fire doors clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	
*Are escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	
Are external routes clear and safe (check weekly)?	<input type="checkbox"/>	<input type="checkbox"/>	
Do all staff and helpers know the drill for fire practice?	<input type="checkbox"/>	<input type="checkbox"/>	
Has there been a fire drill since the last monthly check?	<input type="checkbox"/>	<input type="checkbox"/>	
Date			
Comments: (any issues identified, which exit was used?)			

## *Fire Warning Systems*

	YES	NO	COMMENTS
Do all staff and helpers know how to raise the alarm and what the alarm sounds like?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the alarm being tested weekly and is it heard throughout the building?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the electric fire system being checked 6 monthly by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	

## *Fire Fighting Equipment*

	YES	NO	COMMENTS
*Are all extinguishers in place?	<input type="checkbox"/>	<input type="checkbox"/>	
*Are fire extinguishers clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	
Is all equipment in good condition (check weekly)?	<input type="checkbox"/>	<input type="checkbox"/>	
Has all fire fighting equipment been tested by a competent person (to be done annually)?	<input type="checkbox"/>	<input type="checkbox"/>	

## *Fire Prevention*

	YES	NO	COMMENTS
*Are all fire doors kept closed and never propped open?	<input type="checkbox"/>	<input type="checkbox"/>	
*Are all heaters kept clear of paper or other burnable materials?	<input type="checkbox"/>	<input type="checkbox"/>	
Do all self closing fire doors work correctly (check monthly)?	<input type="checkbox"/>	<input type="checkbox"/>	

\*all starred items should be checked daily.

**DATE COMPLETED**

**COMPLETED BY**  
(sign, name, position)