

**FIRE**

**PRECAUTIONS**

**LOG**

**BOOK**

**2023 - 2025**

**ADDRESS OF PREMISES**



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## USEFUL TELEPHONE NUMBERS

Fire Advisor		
Electrician		
Builder		
Glazier		
Plumber		
Joiner		
Heating Engineer		
Fire extinguishers & signs		

# Daily Fire Checks

## Fire Warning System:

Check that the Indicator Panel is showing normal.



## Final Exit Locks:

Ensure that all exit doors are available for use.



can be opened

## Escape routes:

Check that all exits can be opened immediately and easily without keys.



Check that all escape routes (internal and external) are clear of obstructions.

When all the relevant checks have been completed, initial the appropriate date on the year planner and log any deficiencies in the fire safety failures record sheet.

Residents and tenants should report any deficiencies in fire safety measures, such as inoperative smoke detectors, smoke alarms or broken door closers.

Landlords/managing agents should have a system to resolve deficiencies identified by tenants or by their normal routine inspection programme.



2023	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T		
Jan						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Feb			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28									
Mar			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
Apr						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
June				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
July						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Aug		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
Sept					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Oct						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Nov			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
Dec					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

2024	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T				
Jan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
Feb				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29									
Mar					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
Apr	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											
May			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
June						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
Aug				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
Sept							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Oct		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
Nov					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
Dec							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

2025	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
Feb						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
Mar						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Apr		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									
May				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
June							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
July		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
Aug					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29							
Sept	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30										
Oct			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
Nov						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
Dec	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									



# Weekly Checks



**Fire warning system:** Test the fire alarm system by activating a manual call point (using a different call point for each successive weekly test), usually by inserting a dedicated test key. This will check that the control equipment is capable of receiving a signal and in turn, activating the warning alarms.

Manual call points may be numbered to ensure they are sequentially tested. It is good practice to test the alarm at the same time each week, but consider the need to ensure that staff working shifts are given the opportunity to hear the alarm. During a test, the alarm should not operate for too long so that there can be a ready distinction between a test and an unplanned actuation.

Where the system is connected to an alarm receiving centre, the centre should be notified prior to testing and on completion of the test;

A check should be made to determine that the testing of the fire alarm also results in the operation or disabling of other linked features such as electrically powered locks, the release of any doors on hold open devices, the operation of doors on swing free arms and automatic opening doors reverting to manual operation and any smoke control devices or systems.

Where a BS 5839: Part 6 Grade A or D fire alarm system has been installed, then test the system by activating the test facility

## Weekly Checks - Fire warning system

Any deficiencies should be recorded in the fire safety failures record sheet.

2023											
Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature
1			14			27			40		
2			15			28			41		
3			16			29			42		
4			17			30			43		
5			18			31			44		
6			19			32			45		
7			20			33			46		
8			21			34			47		
9			22			35			48		
10			23			36			49		
11			24			37			50		
12			25			38			51		
13			26			39			52		
2024											
Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature
1			14			27			40		
2			15			28			41		
3			16			29			42		
4			17			30			43		
5			18			31			44		
6			19			32			45		
7			20			33			46		
8			21			34			47		
9			22			35			48		
10			23			36			49		
11			24			37			50		
12			25			38			51		
13			26			39			52		
2025											
Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature
1			14			27			40		
2			15			28			41		
3			16			29			42		
4			17			30			43		
5			18			31			44		
6			19			32			45		
7			20			33			46		
8			21			34			47		
9			22			35			48		
10			23			36			49		
11			24			37			50		
12			25			38			51		
13			26			39			52		

## Weekly Checks

### Escape route.

Check escape routes for obstructions, and test exit locking mechanisms such as panic bars, push pads, power operated sliding doors and electromagnetic locking devices.



## Weekly Checks – Escape routes

Any deficiencies should be recorded in the fire safety failures record sheet.

2023											
Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature
1			14			27			40		
2			15			28			41		
3			16			29			42		
4			17			30			43		
5			18			31			44		
6			19			32			45		
7			20			33			46		
8			21			34			47		
9			22			35			48		
10			23			36			49		
11			24			37			50		
12			25			38			51		
13			26			39			52		
2024											
Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature
1			14			27			40		
2			15			28			41		
3			16			29			42		
4			17			30			43		
5			18			31			44		
6			19			32			45		
7			20			33			46		
8			21			34			47		
9			22			35			48		
10			23			36			49		
11			24			37			50		
12			25			38			51		
13			26			39			52		
2025											
Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature
1			14			27			40		
2			15			28			41		
3			16			29			42		
4			17			30			43		
5			18			31			44		
6			19			32			45		
7			20			33			46		
8			21			34			47		
9			22			35			48		
10			23			36			49		
11			24			37			50		
12			25			38			51		
13			26			39			52		

# Weekly Checks

**Signs and Notices.** Check that all safety signs and notices are in place and legible.



## Weekly Checks – Signs and Notices

Any deficiencies should be recorded in the fire safety failures record sheet.

2023											
Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature
1			14			27			40		
2			15			28			41		
3			16			29			42		
4			17			30			43		
5			18			31			44		
6			19			32			45		
7			20			33			46		
8			21			34			47		
9			22			35			48		
10			23			36			49		
11			24			37			50		
12			25			38			51		
13			26			39			52		
2024											
Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature
1			14			27			40		
2			15			28			41		
3			16			29			42		
4			17			30			43		
5			18			31			44		
6			19			32			45		
7			20			33			46		
8			21			34			47		
9			22			35			48		
10			23			36			49		
11			24			37			50		
12			25			38			51		
13			26			39			52		
2025											
Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature
1			14			27			40		
2			15			28			41		
3			16			29			42		
4			17			30			43		
5			18			31			44		
6			19			32			45		
7			20			33			46		
8			21			34			47		
9			22			35			48		
10			23			36			49		
11			24			37			50		
12			25			38			51		
13			26			39			52		

# Weekly Checks

## Fire doors:

Ensure that fire door self-closing devices operate effectively.

With a self-closing device, open the door fully and check it closes without binding on the floor.

Open the door to approximately 5 degrees and again check that it closes fully, overcoming any latch or seal. Check door closing speed to be approximately 10 seconds from 90 degrees and ensure that the door does not slam. Adjust speeds as necessary. Ensure that doors are not being wedged open.

Make sure that door hold-open devices are not straining the doors against their self-closing devices. A closer fitted at the top of the door should have the hold-open device fitted at the top of the door. A floor spring at the foot of the door should have the hold-open device fitted at the bottom.

Check that mechanical hold-open devices have not been fitted. Hold-open devices on fire doors should be electro-magnetic and connected directly to the fire detection and alarm system, so that they can be released automatically if there is a fire. If fitted, make sure that any electro-magnetic hold-open device is operating correctly and releases immediately when power is removed.



## Weekly Checks - Fire Doors

Any deficiencies should be recorded in the fire safety failures record sheet.

2023											
Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature
1			14			27			40		
2			15			28			41		
3			16			29			42		
4			17			30			43		
5			18			31			44		
6			19			32			45		
7			20			33			46		
8			21			34			47		
9			22			35			48		
10			23			36			49		
11			24			37			50		
12			25			38			51		
13			26			39			52		
2024											
Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature
1			14			27			40		
2			15			28			41		
3			16			29			42		
4			17			30			43		
5			18			31			44		
6			19			32			45		
7			20			33			46		
8			21			34			47		
9			22			35			48		
10			23			36			49		
11			24			37			50		
12			25			38			51		
13			26			39			52		
2025											
Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature	Week	P/F	Signature
1			14			27			40		
2			15			28			41		
3			16			29			42		
4			17			30			43		
5			18			31			44		
6			19			32			45		
7			20			33			46		
8			21			34			47		
9			22			35			48		
10			23			36			49		
11			24			37			50		
12			25			38			51		
13			26			39			52		



# Monthly Tests



## Emergency lighting:

Functional tests of all emergency lighting systems should be at an appropriate time when, following the test, they will not be immediately required. However, some modern systems have self-testing facilities that reduce routine checks to a minimum.

Depending on the type of installation certain routine checks and routine maintenance work may be able to be done in house. Test methods will vary. Further maintenance may need to be carried out by a service engineer.



## Fire extinguishers:

Check that each extinguisher:

- Is located correctly;
- Is unobstructed and visible;
- Has its clean and legible operating instructions facing outward;
- Has not been operated, is not obviously damaged, and is not missing parts;
- Has a pressure gauge (where fitted) that reads in the operable and safe range; and
- Has seals and tamper indicators that are not broken or missing.

	<b>Emergency lighting</b>		<b>Fire extinguishers</b>	
<b>2023</b>				
Month	Pass fail	Signature	Pass fail	Signature
Jan				
Feb				
Mar				
Apr				
May				
Jun				
July				
Aug				
Sept				
Oct				
Nov				
Dec				
<b>2024</b>				
Month	Pass fail	Signature	Pass fail	Signature
Jan				
Feb				
Mar				
Apr				
May				
Jun				
July				
Aug				
Sept				
Oct				
Nov				
Dec				
<b>2025</b>				
Month	Pass fail	Signature	Pass fail	Signature
Jan				
Feb				
Mar				
Apr				
May				
Jun				
July				
Aug				
Sept				
Oct				
Nov				
Dec				

# Six Monthly Tests

## **Fire doors:**

Fire doors should be checked to ensure they are in good working order as follows:

- Inspect doors for any warping or distortion that will prevent the door from closing flush into the frame.
- Check any fire-resisting glazed panels are in good condition and secure in their frame.
- Check that intumescent strips and smoke seals are in good condition.

## **F/R Structures:**

All fire resisting walls, floors and ceilings should be visually inspected by a competent person, to ensure that the standard of fire resistance has been maintained.

In addition, whenever building works are progressed that penetrates or compromises the fire resisting structure. Then after the works are completed, a local inspection of the structure should be made by a competent person.

## **Fire alarm:**

A person with specialist knowledge of fire-warning and automatic detection systems should carry out six-monthly servicing and preventative maintenance on the fire alarm.

## **Fire drills:**

Fire drills should be carried out to check that staff understand the emergency fire action plan (including all relevant personal emergency egress plans), to ensure that staff are familiar with operation of the emergency fire action plan, to evaluate effectiveness of the plan and to identify any weaknesses in the evacuation strategy.

## Six Monthly Tests

Any deficiencies should be recorded in the fire safety failures record sheet.

### Test 1 Jan – June

### Test 2 July - December

2023	Fire Doors				Fire Resisting Structures		
Test	Date	Pass/fail	Signature	Test	Date	Pass/fail	Signature
1				1			
2				2			
Fire warning system				Fire drills			
Test	Date	Pass/fail	Signature	Test	Date	Pass/fail	Signature
1				1			
2				2			
2024	Fire Doors				Fire Resisting Structures		
Test	Date	Pass/fail	Signature	Test	Date	Pass/fail	Signature
1				1			
2				2			
Fire warning system				Fire drills			
Test	Date	Pass/fail	Signature	Test	Date	Pass/fail	Signature
1				1			
2				2			
2025	Fire Doors				Fire Resisting Structures		
Test	Date	Pass/fail	Signature	Test	Date	Pass/fail	Signature
1				1			
2				2			
Fire warning system				Fire drills			
Test	Date	Pass/fail	Signature	Test	Date	Pass/fail	Signature
1				1			
2				2			

## Annual Tests

- Fire extinguishers:** Maintenance of portable fire extinguishers.
- Emergency lighting:** Annual discharge test of emergency lighting.
- Fire warning system:** A person with specialist knowledge of fire-warning and automatic detection systems should carry out a test of the system and provide a test certificate.
- Staff training:** It is essential that staff know what they have to do to safeguard themselves and others on the premises and to have an awareness of the importance of their actions.
- Suppression system:** Check and inspection of fire suppression system.

### Annual Tests

Any deficiencies should be recorded in the fire safety failures record sheet.

#### Fire extinguishers – Annual Maintenance

2023 : Date	Pass/fail	Signature	Comments
2024 : Date	Pass/fail	Signature	Comments
2025 : Date	Pass/fail	Signature	Comments

### Annual Tests

Any deficiencies should be recorded in the fire safety failures record sheet.

#### Emergency Lighting – Annual Maintenance

2023: Date	Pass/fail	Signature	Comments
2024 : Date	Pass/fail	Signature	Comments
2025 : Date	Pass/fail	Signature	Comments

### Annual Tests

Any deficiencies should be recorded in the fire safety failures record sheet.

#### Fire Warning System – Annual Maintenance

2023 : Date	Pass/fail	Signature	Comments
2024 : Date	Pass/fail	Signature	Comments
2025 : Date	Pass/fail	Signature	Comments

### Annual Tests

Any deficiencies should be recorded in the fire safety failures record sheet.

#### Suppression System – Annual Maintenance

2023 : Date	Pass/fail	Signature	Comments
2024 : Date	Pass/fail	Signature	Comments
2025 : Date	Pass/fail	Signature	Comments

2021 : Date	Trainer	Staff attending
2022 : Date	Trainer	Staff attending
2023 : Date	Trainer	Staff attending

**Events other than false alarms or maintenance work**

**Fire Warning System**

Date	Time	Event (e.g. test, fire alarm signal, fault)	Zone (where applicable)	Device (where applicable)	Action required (where applicable)	Date completed (where applicable)	Initials



## False alarms

## Fire Warning System

Date	Time	Zone	Device that triggered the alarm signal	Cause (if known)	Brief circumstances (where cause is unknown, record activities in the area)	Maintenance visit required (Yes/No)	Findings of maintenance technician (where applicable)	Category of false alarm	Further action required (where applicable)	Action completed (where applicable)

# Maintenance work

# Fire Warning System

Date	Time	Zone (where applicable)	Device (where applicable)	Reason for work	Work carried out	Further work required	Signature

# Property Defect Action Sheet

Defect Reported	Reported by	Reported to Name/Org	Date/Time	Date Works Comp.	Comments



**Periodic check of log book (minimum 6 monthly)**

Date	Name & signature	Comments