FIRE SAFETY INSPECTION CHECK LIST

* **Semua pengecekan dilakukan setiap tanggal 1 setiap bulannya**
* **Checked By: Date:**

## SPRINKLER & FIRE DETECTION SYSTEMS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pass** | **Fail** | **Procedure** | **Corrective Action Taken** |
| Sprinkler Pumps |  |  | Check automatic start and pressure |  |
| Fire Detection System |  |  | Random Test of call points and smoke detectors |  |
| Sprinkler Valves |  |  | Valves are locked in the open position, no leaks, corrosion, or other defects noted |  |
| Sprinkler water flow alarm |  |  | Open test valve and ensure manual alarm bell functions and sprinkler pumps start |  |

### FIRE ALARM FACILITIES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pass** | **Fail** | **Procedure** | **Corrective Action Taken** |
| Location Signs |  |  | Check all signs are in place and legible |  |
| Alarm Panels |  |  | Check that all alarm panels are functioning correctly and are unobstructed |  |

### LIFTS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pass** | **Fail** | **Procedure** | **Corrective Action Taken** |
| Lifts |  |  | All lifts “home” to ground floor during fire test, doors open and lift stops |  |
| Fans |  |  | All lift fans operate correctly |  |
| Firemans lift |  |  | Firemans lift can be keyed to operate during fire alarm test |  |

### STAIRWAYS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pass** | **Fail** | **Procedure** | **Corrective Action Taken** |
| Obstructions |  |  | All stairways free from any obstruction |  |
| Flammable Material |  |  | No flammable material stored in the stairways |  |
| Pressurisation Fans |  |  | Staircase pressurisation fans operate correctly during fire alarm test |  |

### FIRE DOORS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pass** | **Fail** | **Procedure** | **Corrective Action Taken** |
| Operative |  |  | Check that all doors open and close properly |  |
| Unobstructed |  |  | Nothing holding the doors open or closed |  |

### FIRE HOSE REELS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pass** | **Fail** | **Procedure** | **Corrective Action Taken** |
| Cabinet Door Operative |  |  | Check that door is unobstructed and opens properly |  |
| Hose Condition |  |  | Check that hose is not rotted, wet, moldy, etc. |  |
| Nozzle |  |  | Check that nozzle is in place and operates correctly |  |
| Hose hung properly |  |  | Check that hose is hung properly so that it can easily be un-rolled if needed |  |
| Valves and valve handles |  |  | Check that valve handles are in place and that valves operate properly and are in the open position |  |

### FIRE EXTINGUISHERS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pass** | **Fail** | **Procedure** | **Corrective Action Taken** |
| Location |  |  | All extinguishers are in their proper location |  |
| Seals & Tags |  |  | Extinguisher seals and tags are intact and extinguisher was serviced in the last 12 months |  |
| Markings |  |  | Proper marking on extinguisher to indicate the type of fire the extinguisher can be used on |  |
| Condition |  |  | No leaks, corrosion or other defects noticed |  |
| Pressure |  |  | Pressure gauge reads in the “green” area |  |

### EXITS & EXITWAYS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pass** | **Fail** | **Procedure** | **Corrective Action Taken** |
| Exit Lights / Labels |  |  | Check that all exits are clearly marked and that exit lights are on |  |
| Exitways |  |  | Exitways are free from obstruction |  |
| Furniture |  |  | Furniture is placed so that occupants can quickly and safely evacuate rooms |  |
| Exterior |  |  | Exterior grounds are kept clear of objects that might impede evacuation or fire-fighting equipment |  |
| Automatic doors |  |  | Automatic doors open during fire alarm test |  |

### HOUSEKEEPING, MAINTENANCE, STORAGE & WASTE DISPOSAL

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pass** | **Fail** | **Procedure** | **Corrective Action Taken** |
| Equipment & Supplies |  |  | Brooms, mops, rags and other cleaning supplies stored in metal cabinets or approved cans |  |
| Flammable materials |  |  | Paints, solvents and other flammables stored in metal cabinet: oily rags in metal containers |  |
| Grounds |  |  | Dry leaves, shrubbery trimmings and other combustibles kept away from buildings |  |

AUXCILLARY LIGHTING

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pass** | **Fail** | **Procedure** | **Corrective Action Taken** |
| Battery Lights |  |  | All battery powered emergency lighting turns on when mains power is removed |  |

### CARELESS SMOKING HAZARDS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pass** | **Fail** | **Procedure** | **Corrective Action Taken** |
| ‘No Smoking” signs |  |  | All “No Smoking” signs are in place and legible |  |
| Ash Trays |  |  | Adequate supply of large non-combustible ashtrays in all approved smoking areas |  |

### KITCHEN

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pass** | **Fail** | **Procedure** | **Corrective Action Taken** |
| Hoods & Vents |  |  | Hoods, vents, fans and ducts in good condition and free from grease |  |
| Hood Filters |  |  | Date of Last Cleaning |  |

### ALCHOHOL, ETHER & SIMILAR LIQUIDS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pass** | **Fail** | **Procedure** | **Corrective Action Taken** |
| Properly Stored |  |  | Stored in sealed metal containers |  |
| Properly dispensed |  |  | Dispensed as per SOP |  |
| No Smoking |  |  | “No Smoking” signs provided |  |

### COMPRESSED GASES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pass** | **Fail** | **Procedure** | **Corrective Action Taken** |
| Storage |  |  | Cylinders are stored in the correct place |  |
| Secured |  |  | Cylinders are secured by chain to the wall |  |
| Ventilation |  |  | Storeroom is properly vented |  |
| No Smoking |  |  | “No Smoking” signs are in place and legible |  |

### MISCELANIOUS HAZARDS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pass** | **Fail** | **Procedure** | **Corrective Action Taken** |
| No Smoking Areas |  |  | All no smoking areas have adequate signs |  |
| Flammable Liquids |  |  | All staff have been warned not to use flammable liquids for cleaning floors, clothes or furnishings |  |
| Gasoline |  |  | Gasoline is stored in the proper place and in a metal safety can |  |
| Matches & Cigarettes |  |  | Matches & cigarettes are taken from lobby rooms. Relatives are warned about smoking and matches in restricted areas |  |
| Target areas |  |  | Mechanical equipment rooms, kitchen, storage and supply rooms and laundry receive surveillance beyond routine checks for fire hazards and malfunctions |  |