

Fire safety compliance checklist

A walk round checklist for communal areas in managed blocks.

Use this on a normal site visit. It is not a fire risk assessment and does not replace one, but it catches the defects that most often appear as actions on an assessment, so you can have them priced before the assessor arrives.

Print it, or open it on a phone and photograph anything you tick as a defect.

Fire doors

- ☐ Door closes and latches fully from any opening angle
- ☐ Gaps at head and jambs are consistent and within 2mm to 4mm
- ☐ Intumescent and smoke seals are continuous and not painted over
- ☐ Hinges are CE or UKCA marked, three per leaf, all screws present
- ☐ No non rated letter plates, viewers or vents cut into the leaf
- ☐ Signage present and correct on both faces of riser and plant doors

Escape routes

- ☐ Corridors and stairs clear of storage, bikes, prams and refuse
- ☐ Final exit doors open freely without a key from inside
- ☐ No combustible items stored in lobbies or under stairs
- ☐ Floor finishes intact with no trip hazards on the escape route
- ☐ External escape routes lit and free of obstruction

Detection and lighting

- ☐ Fire alarm panel showing normal, no faults or disablements standing
- ☐ Weekly call point test recorded and rotating between call points
- ☐ Service records present for alarm and emergency lighting
- ☐ Emergency lighting monthly flick test and annual duration test recorded
- ☐ Detector heads clean, undamaged and not obstructed or covered

Compartmentation

- ☐ Riser and cupboard doors closed and not propped
- ☐ No unsealed service penetrations visible in risers or ceiling voids
- ☐ Fire stopping records available for recent works by other trades
- ☐ Ceiling tiles and access panels in place throughout
- ☐ Meter cupboards secure with no loose or exposed cabling

Records to keep

- ☐ Current fire risk assessment with action tracker and completion evidence
- ☐ Fire door inspection records with photographs and door references
- ☐ Alarm, emergency lighting and dry riser service certificates
- ☐ Third party certification for any fire stopping or alarm work carried out
- ☐ Evacuation strategy displayed and consistent with the assessment

Anything ticked as a defect can be sent to us as a photograph and we will come back with a price and a programme.