

Fire Safety Daily Checklist

Name		Date	
Job Title			
Location			
Inspection Details:		Fail	Pass
Are all Fire Doors free of obstructions interior and exterior?			
Are all Fire Exit Signs appropriately illuminated?			
Are all Fire Evacuation Routes clear of obstructions?			
Are all Fire Extinguishers easily accessible, in place and clearly marked?			
Are all Fire Action Notices in place, up to date and clearly visible?			
Any failures should be recorded below and immediately reported to management.			
Details of inspection failures:			
Actions taken:			
Actions/further actions required?			
Signed:		Date:	
		Time:	