



## **Fire Prevention Checklist**

The following checklist can be used as a guide to create an individual version for your property.

1. Do heating systems have adequate capacity to heat the building in the time required, without overloading the unit?
2. Is the heating system checked for damaged and burnt-out parts regularly (at least once per year) by a qualified tradesman or inspector?
3. Are heaters positioned away from any combustible surface?
4. Are boilers equipped with pressure relief valves?
5. Are all fuses on lighting circuits of correct size as marked on the fuse panel?
6. Have alterations to wiring and electrical equipment been installed and checked by a qualified electrician?
7. Is wiring and electrical equipment checked for defects?
8. Have fire extinguishers of the correct type been installed? Is proper supervision and instruction given in the use of these extinguishers? Are all extinguishers, fire blankets and fire hoses checked in accordance with manufacturers' specifications?
9. If your building has steeples, spires or towers, it should be equipped with a system of lightning rod protection?
10. Is the property well maintained?



11. Do trees or branches overhang buildings, sheds and outdoor structures?
12. Is outside waste storage kept well away from buildings? Are bins stored in a secure area (inside a locked toilet block) or chained to metal posts?
13. Is a sprinkler system installed to detect, control and extinguish a fire? Is there a contract in place for the maintenance of the system and regular testing carried out?
14. Are smoke and heat detectors installed, tested and maintained according to manufacturers' specifications? (Please note: Intruder alarm systems can be extended to include smoke alarms.)
15. Are all exits adequately signed and does the signage illuminate in the dark? If the answer is "No" take immediate steps to rectify the situation.
16. Have Residual Current Devices (RCDs), or safety switches, been installed on the premises? Are they tested?