Appendix A: Fire Safety Inspection, Testing and Maintenance Regime

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| Category | Asset | Frequency | Test description |
| Fire warning | Fire alarm system | Daily | Inspect the main panel for normal operation of the system |
| Weekly | The following weekly inspection should be carried out by a responsible person and details recorded:   * The panel indicates normal operation. * Any previous recorded faults have been rectified. * Audibility of the alarm should be confirmed. * Manual call points are tested in rotation. * Each zone should be tested in strict rotation. * Each time a zone is tested a different call point should be tested. * Each zone should be tested at least quarterly for a monitored system and weekly for an unmonitored system. * Ensure the automatic door release system is working correctly. |
| 6-monthly | Service by a competent person in accordance with Recommendation 45.3 of BS 5839 – 1: 2013. |
| Yearly | Service by a competent person in accordance with Recommendation 45.4 of BS 5839 – 1: 2013. |
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| Fire fighting | Dry and wet risers | 6-monthly | Inlets, landing valves, drain valves, door hinges and locking  arrangements to the inlet and landing valve boxes should be inspected  every six months. |
| Annually | Pressure test should be carried out.  Thorough check of the booster pumps and their associated mechanical and electrical equipment.  Water storage tanks and booster pumps should be checked for operational serviceability. |
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| Fire extinguisher | Weekly | Visual check to ensure:   * All are in their proper position. * None have been discharged or lost pressure (where applicable). * None have suffered obvious damage. |
| Monthly | Monthly inspection to ensure that they are in their proper position and have not been discharged, or lost pressure (those fitted with pressure indicator), or suffered obvious damage |
| Annual | Annual service carried out by a competent person in compliance with BS 5306 – 3: 2009. |
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| Sprinkler system | Weekly | Weekly inspections to see that:   * Correct water and air pressures (where applicable) are maintained * the water level in pressure tanks is satisfactory * The alarm operates. |
| Quarterly | Full inspection and test of the system to ensure that:   * The water supplies are satisfactory * The sprinkler nozzles are in good order and have not been painted since the last inspection * There is no leakage or corrosion of the sprinkler nozzles or pipes. |
| Annual | Inspection by a competent person |
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| Hose reel | Annual | The hose-reel should be completely run out and subjected to operational water pressure  to make sure that the hose is in good condition and that all couplings are water tight and that the nozzle is watertight.  A flow test should be carried out to ensure a steady and sufficient flow. |
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| Escape from fire | Fire doors | Weekly | Inspections of fire doors should include checking the following features:  • integrity of panel, frame, glazing, intumescent strips  • door tightness  • full closure, latch operation, smoke seal, door closer operation  • signs of warping/buckling |
| Annual | Annual check to ensure all self-closing mechanisms work well and fire doors fit correctly. |
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| Fire drills | 6-montly | Simulated evacuation of the building. |
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| Fire safety signs and instructions | Weekly | Visual checks that signs and instructions are in place, clear and unobstructed. |
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| Emergency lighting | Daily | Visual check |
| Monthly | Test of self-contained luminaries, flick test of each light, by simulation of a failure of the normal lighting supply, for sufficient time to allow all luminaries to be checked for proper function. |
| 6-monthly | Test of self-contained and central battery systems, by simulation of a failure of the normal lighting supply for a continuous period of 1 hour. |
| 3-yearly | Three yearly test for full duration of self-contained and central battery systems which have specified duration category in excess of one hour. During the test check all luminaries for proper function. |
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| Evacuation chairs | Annual | As recommended by manufacturer. |
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| Escape routes and exits | Weekly | Visual checks to ensure:   * All escape routes are clear of any obstructions. * All exits are capable of being opened in the event of a fire. * All fire doors are closed, unless on hold open devices. |
| Smoke ventilation system | Weekly | Actuation of the system should be simulated once a week.  It should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems), natural exhaust ventilators open, automatic smoke curtains move into position, etc. |
|  |  | Quarterly | All smoke control systems should be simulated once every three months. All zones should be separately tested and it should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems), etc. |