

MONTHLY FIRE LOG BOOK OCCUPIER CHECKS

SITE NAME -

MONTH/YEAR -

Fire Alarm System - Weekly test- 1 Manual Call Point on Rotation per week – Ensure central control notified if applicable

	WK 1	WK 2	WK 3	WK 4	WK 5
Date					
Monitoring station informed of test – Y/N/NA					
Call point location or number					
Alarm activated by call point test – Y/N					
Sounders clearly audible throughout premises – Y/N					
Location of automatic detectors visually inspected					
Detectors clear of obstruction and in good condition – Y/N/NA					
Automatic door release unit/s operation satisfactory – Y/N/NA					
Service company informed (if Required) – Y/N					
Completed By					

Unplanned Alarm Activations – On Occurrence

Date	Unit Type Activated – Call Point / Detector	Activated Unit number or location	Cause of Activation	Remedial Action Taken	Service Company Informed –Y/N	Completed By

Emergency Lighting – Monthly Test - Flash Activation Test on All Emergency Lighting Units

Date	Location of Units Tested	Flash Test Satisfactory –Y/N	Details of Failed Units - PTO	Service Company Informed – Y/N	Completed By

Fire Fighting Equipment – Monthly Check - Check All Extinguishers in Location / Anti Tamper Tag fitted / Gauge Normal

Date	Location of Units Inspected	Units all Satisfactory –Y/N	Details of Failed Units - PTO	Service Company Informed – Y/N	Completed By

Manual Input into Firesafetyni.net On-Line System - Completed By –

Date –

Failed Units Detail

Fire Alarm System Failed Units

Date	Location of failed unit	Service Engineer fixed - Date and Sign	Manager Check

Emergency Lighting Failed Units

Date	Location of failed unit	Service Engineer fixed - Date and Sign	Manager Check

Fire Fighting Equipment Failed Units

Date	Location of failed unit	Service Engineer fixed - Date and Sign	Manager Check