Ashford Business Services Ltd

Fire Safety Checklist

Keeping fire safety current: extinguishers, alarms, exits, and assembly points checked on schedule and faults fixed.

Site details

Building	Sarah Mitchell
Fire warden	**Sarah Mitchell**
Assembly point	**Assembly point**
Alarm test day	**Alarm test day**
Extinguisher service	**Extinguisher service provider**
Check date	**9 November 2026**
Next check due	**9 November 2026**

Fire extinguishers

✓	Check	Result (OK / Fault / N-A)	Notes
✓	Extinguishers in place, seals intact, pressure in the green zone.	OK	
✓	Extinguisher locations marked and unobstructed.	OK	
✓	Service date within the last 12 months; next service date visible.	OK	
✓	Damaged or discharged units reported to **Extinguisher service provider**.	OK	

Alarms and detectors

✓	Check	Result (OK / Fault / N-A)	Notes
✓	Alarm tested on **Alarm test day**; result logged below.	OK	
✓	Call points checked and undamaged.	OK	
✓	Detectors clean and unobstructed.	OK	

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✓	Check	Result (OK / Fault / N-A)	Notes
✓	Fault panel shows no faults.	OK	

Escape routes and exits

✓	Check	Result (OK / Fault / N-A)	Notes
✓	Fire exits clear of boxes, furniture, and clutter.	OK	
✓	Exit signs lit and visible.	OK	
✓	Fire doors closed, not propped open.	OK	
✓	Corridors and stairwells clear.	OK	
✓	Escape routes walked end to end once a month.	OK	

Assembly point

✓	Check	Result (OK / Fault / N-A)	Notes
✓	Assembly point (**Assembly point**) clear and signposted.	OK	
✓	Headcount procedure known to the fire warden.	OK	
✓	Fire warden (**Sarah Mitchell**) on site or a deputy named.	OK	
✓	New starters briefed on exits, alarms, and the assembly point.	OK	

Completion

✓	Check	Result (OK / Fault / N-A)	Notes
✓	Extinguishers, alarms, exits, and the assembly point are all checked - no section skipped.	OK	

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✓	Check	Result (OK / Fault / N-A)	Notes
✓	The weekly alarm test happened on **Alarm test day** and is recorded.	OK	
✓	Faults have a fix date, and the last drill and extinguisher service are within their intervals.	OK	

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Faults and corrective action

Record each fault found during this check and follow it to a fix date.

Fault	Location	Reported to	Fixed on

Sign-off

Checked by	Sarah Mitchell
Date	9 November 2026

Document	Fire Safety Checklist
Version	2.0 (redesign)
Prepared by	James Patel, Office Manager
Owner	Emma Clarke, Finance Manager
Review date	9 November 2026