

Intelligent Security and Fire

Customer Weekly Self-Assessment Checklist



Reduce your chances of Fire and Theft
with our self-assessment checklist

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FIRE SAFETY IN THE WORKPLACE



Under the Regulatory Reform (Fire Safety) Order 2005 and British Standards, Every fire system should be managed by a responsible Person. This person is responsible for the weekly testing of the system and the management of the maintenance carried out by the fire alarm company.



YOUR DETAILS

Company name:
Name:
Date:
Site location

SECURITY INSPECTION

A security inspection should be performed once per week by the property manager (or authorised representative).

Below is a checklist of Points you should consider weekly when inspecting your fire and security systems.



INTRUDER ALARMS

Ensure your detectors are unobstructed	<input type="checkbox"/>
Check the detectors are clean/dirt free	<input type="checkbox"/>
Ensure all door and window locks work	<input type="checkbox"/>
Make sure there is no equipment inside and outside the building that would provide intruders with access to windows/flat roofs	<input type="checkbox"/>
Ensure all user fobs and codes work correctly	<input type="checkbox"/>
Confirm your key holder details are correct	<input type="checkbox"/>
Check system user logs for events	<input type="checkbox"/>



FIRE ALARMS

Ensure your panel is fault free with no system fault lights	<input type="checkbox"/>
Test all call points on-site in rotation	<input type="checkbox"/>
Ensure each call point is checked for signs of damage	<input type="checkbox"/>
Make sure the alarm sounds clearly from each call point	<input type="checkbox"/>
Record the test in your logbook, noting any issues	<input type="checkbox"/>



ACCESS CONTROL

Check all locks are secured safely	<input type="checkbox"/>
Ensure doors still open and close properly with their door closers	<input type="checkbox"/>
Make sure all fobs work correctly	<input type="checkbox"/>



ALARM MONITORING

Ensure your dedicated alarm receiving centre is live and working	<input type="checkbox"/>
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CCTV

Check that your cameras NVR/DVR recording remains in place	<input type="checkbox"/>
Ensure cameras view correct areas	<input type="checkbox"/>
Make sure external detectors are unobstructed and dirt free	<input type="checkbox"/>

IMPORTANT NOTE

It's important to remember that regular servicing and maintenance must be carried out by a competent technician.

At Intelligent Security and Fire we have the Qualifications and Experience to help you meet your fire safety Duties, whilst ensuring compliance to the relevant standards.