



Abbott Fire Protection

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FIRE SAFETY LOG BOOK



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Disclaimer: This logbook is intended as a general guide and not a detailed substitute for detailed advice it is always recommended that you consult your service provider or fire risk assessor for details.

Abbott Fire Protection take no responsibility of the contents of this document.

INTRODUCTION

The Regulatory Reform (Fire Safety) Order 2005 sets out legal obligations such as the need to carry out a fire risk assessment, maintain accurate records of fire precautions, and the maintenance of fire precautions.

The fire log book MUST be made available for inspection by the enforcing authority.

The Responsible Person is:

Service	Contractor:	Number:
Fire Extinguisher Service		
Fire Alarm Service		
Emergency Lighting Service		
Building Maintenance		
Fire Risk Assessor		
Local Authority Fire Safety Officer		

SERVICE SCHEDULE

Frequency	Item:	Record	By whom
Daily	<ul style="list-style-type: none"> • Fire Alarm Panel - In normal condition • Emergency Lighting - Indicator Lights • Door Holders -In working condition • Escape Routes - Clear from obstruction, fire doors closed, all door locks removed. 	Log book if fault discovered	User
Nightly	<ul style="list-style-type: none"> • All fire doors closed, waste bins emptied, unused electrical equipment is switched off and plugged, etc. 	Log book if fault discovered	User
Weekly	<ul style="list-style-type: none"> • Fire alarms (test different call point each week) • Fire Doors • Automatic fire systems fault check 	Log book	User
Monthly	<ul style="list-style-type: none"> • Emergency lighting (auto start - simulated mains failure) • Fire alarm (If automatic generator used as part of as part of standby power supply) • Fire Blankets & Extinguishers (Visual Inspection) 	Log book	User
Quarterly	<ul style="list-style-type: none"> • Any automatic fire suppression systems • Night staff fire training and drills • Fire detection & alarm system (If Risk Assessment stipulates 4 annual visits) 	Log book	Service Provider User Service Provider
Bi-Annually	<ul style="list-style-type: none"> • Fire detection and alarm system • Day staff fire training and drills • Electro-mechanical fire protection (including door holders, dampers, fire curtains and smoke extraction) • Riser mains 	Log book	Service Provider User Service Provider Service Provider
Annually	<ul style="list-style-type: none"> • Fire Hose reels • Fire extinguishers & blankets • Emergency lighting (full duration test) • Any any automatic fire suppression systems. 	Log book	Service Provider

Note: This is a general schedule, you should always refer to your fire risk assessment and service provider recommendations.

VISITS BY ENFORCING AUTHORITIES

Date	Name	Organisation
Comments		
Date	Name	Organisation
Comments		
Date	Name	Organisation
Comments		
Date	Name	Organisation
Comments		

FIRE ALARM - RECORD OF MAINTENANCE

Date		Extent of test	
Service provider		Remedial action required?	
Notes			
Engineer Signature			

Date		Extent of test	
Service provider		Remedial action required?	
Notes			
Engineer Signature			



FIRE ALARM - RECORD OF MAINTENANCE

Date		Extent of test	
Service provider		Remedial action required?	
Notes			
Engineer Signature			

Date		Extent of test	
Service provider		Remedial action required?	
Notes			
Engineer Signature			



FIRE ALARM - RECORD OF MAINTENANCE

Date		Extent of test	
Service provider		Remedial action required?	
Notes			
Engineer Signature			

Date		Extent of test	
Service provider		Remedial action required?	
Notes			
Engineer Signature			



EMERGENCY LIGHTING - RECORD OF MAINTENANCE

Date		Extent of test	
Service provider		Remedial action required?	
Notes			
Engineer Signature			

Date		Extent of test	
Service provider		Remedial action required?	
Notes			
Engineer Signature			

EMERGENCY LIGHTING - GENERAL NOTES

Note	
Date	
Note	
Date	
Note	
Date	
Note	
Date	
Note	
Date	

FIRE EXTINGUISHER - MONTHLY VISUAL INSPECTION

Date	Number Inspected	All in order YES / NO	Remedial action required?	Signature

Note	
Date	
Note	
Date	



FIRE EXTINGUISHER - RECORD OF MAINTENANCE

Date	Total Inspected	Total Commissioned	Remedial action	Notes

Date		Total Extinguishers:	
Service provider		Total Blankets:	
Notes			
Engineer Signature			

FIRE SAFETY - GENERAL NOTES & DOCUMENTS

Note	
Date	
Note	
Date	
Note	
Date	
Note	
Date	
Note	
Date	