

Checklist for self-monitoring of fire safety installations

Department:

Area checked:

Date:

Checked by:

Save the completed checklist digitally in the shared unit/group folder (if applicable)

A copy of the completed checklist should be sent to the department's Fire Safety Supervisor, who is responsible for reporting any shortcomings. (See [Fire safety supervisors at KI](#) document at staff.ki.se/fire-safety)

Fire doors

Check that:

- the door is not damaged.
- the door releases from the magnet (if there is a magnet) – use the door closing button.
- the door closes completely and cannot be pushed open when closed.
- the door is tightly sealed (max. 10 mm gap at the bottom edge against the floor).
- the door closer closes the door completely after opening (open 10 cm and release).

Faults found:

Fire blanket

Check that:

- the fire blanket is in the correct place, is hung up visibly and is easily accessible (*i.e.* not blocked).
- the fire blanket holder is intact and the fire blanket is not hanging out.

Faults found:

Fire extinguishers

Check that:

- fire extinguishers are in the correct place, are clearly visible and are firmly attached to the wall.
- fire extinguishers are easily accessible (*i.e.* not blocked) and can be lifted up easily.
- the extinguisher's seal is intact.
- the extinguisher is clearly marked (so it can be seen from a distance).
- the extinguisher has had its annual check carried out (max. 1 year and 1 month ago).
- the extinguisher's pressure is adequate (only applies to foam extinguishers) – the needle should be within the green field.

Faults found:

Fire hydrant (if applicable)

Check that:

- the fire hydrant is easily accessible (*i.e.* not blocked) and is easy to open.
- the fire hydrants hose is rolled up and intact.
- the fire hydrants nozzle is attached and intact.
- the fire hydrant is clearly marked and labelled.
- the fire hydrant has had its annual check carried out (max. 1 year and 1 month ago).

Faults found:

Evacuation signage

Check that:

- the evacuation signage is clearly visible (not blocked or obstructed).
- the evacuation signage shows the correct evacuation direction.
- the evacuation signage is illuminated.

Faults found:

Alarm button

Check that:

- the button box is clearly accessible (not blocked) and intact.
- the safety glass is intact (sometimes under a protective cover).
- the button box and its cables are properly attached to the wall.

Evacuation route

Check that:

- the entire length of the evacuation route is free from blockages and obstacles.
- all doors in the direction of evacuation can be opened without a key, code or keycard (by using the emergencyknob/handle) to get out.

Faults found:

Evacuation plan

Check that:

- the evacuation plan is clearly visible (not blocked or obstructed).
- the evacuation plan is correctly positioned and correctly oriented in relation to reality.
- all the positions of symbols for extinguishers, evacuation signs, etc. correspond with their actual positions.
- information about the assembly point is correct.
- the emergency number 112 for the emergency services is stated and correct.

Faults found:

Evacuation station

Check that:

- the station is easily accessible (i.e. not blocked).
- the Fire Warden vest is placed in the correct location.
- the instruction card is kept together with the vest.
- the torch is working and charging.

Faults found:

General orderliness

Check that:

- empty packaging and other rubbish is not left lying around, but is taken to the recycling station or waste room.
- coffee machines/kettles are connected to electrical outlets fitted with timers.
- hotplates/stoves are fitted with timers.
- fluorescent lamps are not flashing (can cause overheating and fire).

Faults found:

Defibrillator

Check that:

- the defibrillator is in the correct location.
- the defibrillator is easily accessible (i.e. not blocked).
- the electrode patches are connected to the defibrillator.
- the expiry date for electrodes and batteries has not passed (the date is normally stated on the electrode packaging and the defibrillator).

Faults found:

First aid/plaster board

Check that the board:

- is in the correct location.
- is easily accessible (i.e. not blocked).
- is stocked with the necessary plasters and dressings.

Faults found:

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Emergency shower/Eye rinse

General:

- Check that the emergency shower/eye rinse equipment is easily accessible (*i.e.* not blocked).

For emergency shower and eye rinse equipment with water connected:

- Rinse through and check that the water is clean and has sufficient pressure.
- Check the temperature of the water (should be between 20-30°C).

For eye rinse equipment in a bottle, check that:

- the bottle is unopened.
- the expiry date has not passed.

Faults found:

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