

## DAILY BUILDING MAINTENANCE RECORD MONTH: YEAR:

3/3 Automatic Fire Doors or Windows – Daily & Monthly check must ensure that:

- a) Hold open devices work correctly and are in good order
- b) Doors are free from obstruction and able to close
- c) Doors have no damage
- d) Doors close and seal correctly to the latch position
- e) Priority closing device operates to allow the doors to close in correct order
- f) Doors do not bind on carpet or floor coverings
- g) Intumescent and smoke seals are not damaged or painted
- h) All hardware is secure
- i) Fire Door or Smoke Control Door signs are in place and legible

15/2 Means of Escape – Daily check must ensure that:

- a) Exit doors are free from obstruction
- b) Doors on escape routes are easy to open
- c) Keys are not required to open designated exit doors
- d) No storage of combustibles is permitted in exitways
- e) Check handrails on stairs (where applicable)
- f) No tripping hazards on escape routes

Note: Daily inspections are not required when the building is not in use.

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## FFP CANTERBURY LTD FIRE PROTECTION SYSTEMS BUILDING WARRANT OF FITNESS EVACUATION MANAGEMENT



**Notes:** Daily inspections are not required when the building is not in use.

Final exits should be inspected to ensure they are not locked, barred, or blocked. All doors must be unlocked prior to opening. Door locking devices must be clearly visible and easily operated without the use of a key