

EXAMPLE INSPECTION SHEET.

Property address: Date of inspection:.....

Item no.	Item	Prompts	Defective	Defect notes	Date of repair	Confirmation of repair. (Initials)
1	Fire alarm	1. Fault or fire indicators on control panel 2. Power supply light on. 3. Damaged components, e.g. sounders, call points, detectors, etc. 4. Negligent interference with components, e.g. detectors covered, sounders disabled, etc.	Y / N			
2						
3						
4						

Inspecting officer: Signed:

Examples of issues to consider during routine inspections.

Fire alarm	Fault or fire indicators on control panel Power supply light on. Damaged components, e.g. sounders, call points, detectors, etc. Interfered with components, e.g. detectors covered, sounders disabled, etc.
Fire blanket	Present, visible & available.
Fire doors	Complete & intact. Closers working properly. Wedged, propped or held open. Closers not detached.
Escape route	Undamaged walls. No obstructions, e.g. prams & bikes. Understairs storage (flammable materials).
Fire extinguishers (if present)	Within service period. Pressure gauge OK. Properly sited.
Electrical installation	Equipment working. Damaged parts, e.g. broken sockets & light switches, burn marks to sockets.
Electrical appliances (cookers, fridges, toasters, kettles, etc.).	Proper working order. Damage.
Gas appliances (Boiler, cookers, fires, etc.).	Proper working order. Damage.
Bathroom facilities	Broken WC seats. Loose wash hand basins. Leaking pipes. Insanitary fittings.
Kitchen facilities	Broken storage units. Chipped/damaged work surface (difficulties in proper cleaning). Leaking pipes.
Windows	Cracked or broken glazing. Proper working order.