

# YOUR COMPANY NAME

## MAINTENANCE SCHEDULE - FIRE SAFETY EQUIPMENT

EQUIPMENT	TESTING FREQUENCY	ACTION
Emergency lighting	Monthly	<ul style="list-style-type: none"><li>• Check all lighting units to ensure that they're in a good state of repair and apparent working order.</li></ul>
	Annually	<ul style="list-style-type: none"><li>• Arrange for a full check and test of our system and individual units. This should be carried out by a competent service engineer.</li></ul>
Fire detection systems including smoke alarms	Weekly	<ul style="list-style-type: none"><li>• Test the operation of both self-contained and manually operated systems.</li><li>• Arrange for repairs to any defective units.</li></ul>
	Annually	<ul style="list-style-type: none"><li>• Comprehensive test and check of the system by a competent engineer.</li></ul>
Fire extinguishers	Weekly	<ul style="list-style-type: none"><li>• Make visual checks of all fire extinguishers to ensure that they are in apparent good working order</li><li>• Ensure that they are in the correct position, e.g. not holding open fire doors.</li></ul>
	Annually	<ul style="list-style-type: none"><li>• Full check and test by a competent service engineer.</li></ul>
Hose reels	Weekly	<ul style="list-style-type: none"><li>• Check any hose reels for correct installation and apparent working order.</li></ul>
	Annually	<ul style="list-style-type: none"><li>• Comprehensive test and check of the system by a competent engineer.</li></ul>
Torches	Monthly	<ul style="list-style-type: none"><li>• Operate torches and replace batteries as required.</li><li>• Repair or replace any defective unit.</li></ul>
	Annually	<ul style="list-style-type: none"><li>• Replace all batteries in torches.</li></ul>