

Fire Safety Check List

This document provides fire safety checks required in a typical Kingdom Hall. Please see the document *Fire Safety Risk Assessment for Kingdom Halls* for more details.

Every Meeting

Ensure that:

- Fire exit doors are unlocked and fire exits are not obstructed (including by parked cars).
- Attendants are aware of their duties if an emergency situation arises.
- Everything is turned off prior to exiting and locking the building.

Every Week (Operating committee to arrange if more than one congregation meets at the Kingdom Hall.)

- Test alarm break glass points in rotation (one per week) with test key. **Record results overleaf.**

Note: Ensure that the tester knows how to reset the fire alarm. If the fire alarm is connected to a monitoring station, follow the system-specific procedures to test the alarm and the link.

Every Month (Operating committee to arrange if more than one congregation meets at the Kingdom Hall.)

- Check that the P50 foam-type extinguisher pressure gauge needle is in the green zone and the pin is still in place.
- Test emergency lights. This is called a “flick test,” and involves either the use of a specific test key, or switching off selected distribution board breakers. The emergency lights should remain on when the power is disconnected. Check condition of fitting. **Record results overleaf.**

Every Year (Operating committee to arrange if more than one congregation meets at the Kingdom Hall.)

- Visually inspect P50 foam-type fire extinguisher(s). Check that the pressure gauge needle is in the green zone and not stuck using a small magnet (one should be located underneath the extinguisher). Check manufacturing date. Extinguishers should be serviced/replaced when they are ten years old. **Record results overleaf and on the body of the extinguisher.** Other types of extinguishers should be serviced annually by a qualified individual.
- Have fire alarm serviced. **Record results overleaf.**
- Test emergency lights for three hours. Units that do not remain illuminated for one hour should be repaired or replaced. Units that exceed one hour but do not last for three hours should be marked for repair/replacement in the near future. **Record results overleaf.**
- Carry out an annual fire drill. Record how long the evacuation took, and how many people were evacuated. **Record results overleaf.**

Notes

Record-keeping. Data should be recorded on the attached *Fire Safety Log Book* or on a similar form generated locally that contains information relevant to the specific circumstances at the Kingdom Hall. Keep a hard copy or use an online document storage service.—*See letter to all bodies of elders dated December 17, 2012.*

Fire Safety Log Book

Year		Address	
-------------	--	----------------	--

Weekly test records

Fire alarm test (one break glass point per week. Note any defects at bottom of page):

(Week no.) and date	Point No.	Initials of Tester	(Week no.) and date	Point No.	Initials of Tester	(Week no.) and date	Point No.	Initials of Tester	(Week no.) and date	Point No.	Initials of Tester
(1)			(14)			(27)			(40)		
(2)			(15)			(28)			(41)		
(3)			(16)			(29)			(42)		
(4)			(17)			(30)			(43)		
(5)			(18)			(31)			(44)		
(6)			(19)			(32)			(45)		
(7)			(20)			(33)			(46)		
(8)			(21)			(34)			(47)		
(9)			(22)			(35)			(48)		
(10)			(23)			(36)			(49)		
(11)			(24)			(37)			(50)		
(12)			(25)			(38)			(51)		
(13)			(26)			(39)			(52)		

Monthly test records

Emergency lights "flick test" and condition check (Note any defects at bottom of page):

(Important: Emergency light batteries require 24 hours to be fully charged. The "flick test" should therefore be carried out at least 24 hours before the next meeting.)

Date	Tested by (Enter initials)	Date	Tested by (Enter initials)	Date	Tested by (Enter initials)	Date	Tested by (Enter initials)
/01		/04		/07		/10	
/02		/05		/08		/11	
/03		/06		/09		/12	

Annual test records

Visual inspection/pressure gauge reading check (P50 extinguishers) OR annual service/inspection (other extinguishers):

Date		Tested by/serviced by (Enter initials)	
-------------	--	---	--

Fire alarm service date (keep the fire alarm service record on file):

Date	
-------------	--

Emergency lights test (three hours):

Date		Tested by (Enter initials)	
-------------	--	-----------------------------------	--

Annual fire drill:

Date		Evacuation time		m		s	Number evacuated	
-------------	--	------------------------	--	----------	--	----------	-------------------------	--

Annual Fire Risk Assessment reviewed:

Date		Reviewed by (Sign and print name)	
-------------	--	--	--

Defects

Defect		Action Required		Date Actioned	
Defect		Action Required		Date Actioned	

Retain in Kingdom Hall records once complete