

<p>1 <u>Dry Riser Room & Meter Room</u> Check</p> <p>Signage is present Door is locked; lock and door are in good working order Safety seal around door is in order Visual check of dry riser pipe for damage Valve wheel is locked and secure Area is clear of rubbish and clean Meters for damage Lighting is operational Undertake a visual inspection to identify any breaches in fire breaks</p>	<p>2 <u>Bin Room</u> Check</p> <p>Visual check of sprinkler system Signage is present Door is locked; lock and door are in good working order Safety seal around door is in order Area is clear of rubbish and clean Lighting is operational Undertake a visual inspection to identify any breaches in fire breaks Thermo coupling on safety plate is operational Safety plate cabling mechanism is in order and safety plate closes to stop</p>
<p>3 <u>Fire Doors</u> Check</p> <p>Glass Safety seal around door is in order General condition of door, handles and kick plates secure Door closers are operational and close into rebate correctly Signage, fire exit signs on both sides and above aperture</p>	<p>4 <u>Refuse Chute Room</u> Check</p> <p>General condition of door, handles and kick plates secure Safety seal around door is in order Door closers are operational Lighting is operational Refuse chute is secured to wall Seal and door closure of chute hopper is tight fitting Room is clear of rubbish and clean Undertake a visual inspection to identify any breaches in fire breaks</p>
<p>5 <u>Communal Areas & Landings</u> <u>including Laundries, Cupboards & Storerooms</u> Check</p> <p>Flooring for damage No graffiti present General condition of tenant's front doors (report holes and damage) Lighting is operational Area is clear of rubbish, furniture, mats, personal items and clean Decoration in good order Wiring/conduit secure Lift and signage (inc No Smoking) in good order Undertake a visual inspection to identify any breaches in fire breaks</p>	<p>6 <u>Lift</u> Check</p> <p>Lift is clear of rubbish and clean CCTV cameras are secure and lens clean No damage to control panel and walls Doors open and close correctly, vision panel securely fixed No graffiti present Lift operation to floors, opens at correct level CCTV operation in control room when viewing lift</p>
<p>7 <u>Stairwells</u> Check</p> <p>Stairs are clear of rubbish and clean No graffiti present Stair railings are secure Flooring for damage Windows are secure, no broken panes, windows open and close, and safety catches present and are working Lighting is operational</p>	<p>8 <u>Door Entry System</u> Check</p> <p>Entrance/exit Door are operational and secure General condition of door, handles and kick plates secure Signage, fire exit signs above door Area clear of rubbish and clean CCTV cameras are secure and lens clean Intercom operational CCTV operation in control room when viewing door entry</p>

