<<Busi **Resident** 

| ne>><br>sment |  |
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| ment:         |  |
| t review:     |  |
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Signed off by

| Two months |          |    | R - Rec | ommende | d |
|------------|----------|----|---------|---------|---|
|            | Priority | Р  | erson   | Date    | S |
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| Priority | Kev    | A - Immediate | B- O | ne m  |
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**Duty Holder Name:** 

Job Title:

Assessed by:

# **Property Details**

| Address assessed.  |  |
|--|--|
| Responsible Person.  |  |
| Building construction, how many storeys.                                       |  |
| Are there balconies – what is their construction?                              |  |
| What is the window material – uPVC/timber/metal etc.? Is there double glazing? |  |
| What is the external finish – brick/tiles/render/cladding?                     |  |
| General condition - holes in walls, floors or ceilings; wall coverings, etc.   |  |
| Flights of stairs – internal /external.  |  |
| Fire engine access - narrow drive or roads,                                    |  |
| access to whole building.  |  |
| Emergency Action Plan? Is it on display for                                    |  |
| all to see?  |  |
| Does it clearly show escape routes and   |  |
| assembly points?   |  |
|  |  |

### omments

## 1. Assessment

| 1.1   | Relevant persons                           | Y/N |
|-------|--|-----|
| 1.1.1 | How many flats are there, how many         |     |
|       | bedrooms?                                  |     |
| 1.1.2 | How many people would normally be on       |     |
|       | the premises?                              |     |
|       |  |     |
| 1.1.3 | Are there any disabled residents?          |     |
|       |  |     |
| 1.1.4 | Are there any elderly/very young residents |     |
|       | – anyone needing assistance?               |     |
|       |  |     |
| 1.1.5 |  |     |
|       |  |     |
| 1.1.6 |  |     |
|       |  |     |

| 1.2   | Sources of ignition  | Y/N |
|-------|--|-----|
| 1.2.1 | Smoking: are there shelters?   |     |
|       | Are all butts cleared away from the                                    |     |
|       | building? Empty bins or accumulated                                    |     |
|       | rubbish, waste near boundaries?  |     |
| 1.2.2 | Any signs of overheated sockets?                                       |     |
| 1.2.3 | EICR – date of test?   |     |
| 1.2.4 | Consumer Unit – new style?   |     |
| 1.2.5 | Is there a history of fires at the property, accidental orintentional? |     |
| 1.2.6 |  |     |

Y/N/

1.3

1.3.1

1.3.2

1.3.3

1.3.4

1.3.5

1.3.6

1.3.7

1.3.8

1.3.9

1.3.10

1.3.11

1.3.12

1.3.13

1.3.14

1.3.15

1.3.16

rugs.

Sources of fuel

aerosols/paint.

building. Bunds?

Fuel oil?

Gas – mains or bottled?

Flammable liquids -solvents/ oils/ alcohol/

Location of bottles or tank, distance from

Can it be isolated? Location of switch?

Location of tank, distance from building?

Can it be isolated? Location of switch?

Wall coverings – paintings/posters etc.

Packaging materials -cardboard/ fillers.

Papers -magazines/ files/ books etc.

Soft furnishings -foam filled cushions/

General housekeeping/waste material

Waste or shredded paper?

Furniture – timber/ plastics.

Exposed timber frames?

Garden materials/foliage.

|        | stored near to buildings?                |  |
|--------|--|--|
| 1.3.17 | Parked vehicles, distance from building? |  |
| 1.3.18 |  |  |
| 1.3.19 |  |  |

| 1.4    | Escape routes  | Y/I |
|--------|--|-----|
| 1.4.1  | Escape routes adequate for number of Relevant Persons?       |     |
| 1.4.2  | Width of doors and passages?                                 |     |
| 1.4.3  | Are they clear of obstructions?                              |     |
| 1.4.4  | Are escape routes clearly marked/route map?                  |     |
| 1.4.5  | Are there inner rooms?                                       |     |
| 1.4.6  | Escape route properly signed/illuminated?                    |     |
| 1.4.7  | Escape routes protected?                                     |     |
| 1.4.8  | Final exits have single operation exits – not double locked? |     |
| 1.4.9  | Emergency lights fitted – location of lights?                |     |
| 1.4.10 | Emergency lights tested/ records kept?                       |     |
| 1.4.11 | Are the escape routes protected?                             |     |
| 1.4.12 | What is the greatest travel distance to protected area?      |     |

| 1.4.13 |  |
|--------|--|
| 1.4.14 |  |

| 1.5    | Detection and warning systems                       | Y/N/ |
|--------|---|------|
| 1.5.1  | Alarm fitted, grade known?                          |      |
| 1.5.2  | Single or multi zone. Are the zones shown?          |      |
| 1.5.3  | Maintained by?                                      |      |
| 1.5.4  | Last service?                                       |      |
| 1.5.5  | Log book available?                                 |      |
| 1.5.6  | Type of warning devices - audio or optical?         |      |
| 1.5.7  | Has the system been tested, can the alarm be heard? |      |
| 1.5.8  | Are there call points?                              |      |
| 1.5.9  | Is there any surface mounted conduit or trunking?   |      |
| 1.5.10 | Is it screwed to the wall/ceiling?                  |      |
| 1.5.11 | Is there an automatic smoke vent?                   |      |
| 1.5.12 | Has it been tested/maintained, who by/date?         |      |
| 1.5.13 |   |      |
| 1.5.14 |   |      |

| 1.6    | Structure/Compartmentation   | Y/N/ |
|--------|--|------|
| 1.6.1  | What is the primary building construction – timber frame, traditional brick/block? |      |
| 1.6.2  | How many storeys?  |      |
| 1.6.3  | Are there balconies – what is their construction?                                  |      |
| 1.6.4  | What is the window material – uPVC/timber/metal etc.? Are they double glazed?      |      |
| 1.6.5  | What is the external finish – brick/tiles/render/cladding?                         |      |
| 1.6.6  | What is the construction of the internal walls – solid or stud?                    |      |
| 1.6.7  | Are there suspended ceilings – what is above?                                      |      |
| 1.6.8  | Are there any holes in walls, floors or ceilings?                                  |      |
| 1.6.9  | Are there service vents in risers, are they sealed?                                |      |
| 1.6.10 |  |      |
| 1.6.11 |  |      |
|        |  |      |

Y/N/

1.7

1.7.1

1.7.2

1.7.3

1.7.4

1.7.5

1.7.6

1.7.7

1.7.8

1.7.9

1.7.10 1.7.11

Fire doors

fire rating labels?

they be adjusted?

3 steel hinges?

wired?

Do the doors opening onto communal areas, separating communal areas have

Do they close properly/ do they slam?

Are there overhead or chain closers, can

Smoke and intumescent seals in place,

Is there an even gap around the door?

Vision panels, are they clean/painted/

Are doors in a thoroughfare – used

multiple times/daily? Are they wedged open?

Double doors- close properly, in sequence, meet in centre?

Do they close in a timely manner?