|  |  |
| --- | --- |
| **Fire safety** | **Yes, No, Answer** |
| Are all fire refuges and protected routes such as emergency staircases clear and ready to use? |  |
| Are all systems operational, including audible alarm and manual activation points? |  |
| Is a maintenance regime in place for the automatic fire detection systems? |  |
| Have the fire evacuation plans been checked and authorised (certificate required)? |  |
| Who is the point of contact for any problems with the system? |  |
| Are all the sprinkler systems filled and operational? |  |
| Has the system been tested and certified (certificate required)? |  |
| Are all emergency lights operational and is a testing regime in place? |  |
| Are the lights certified (certificate required)? |  |
| **Water supplies** | **Yes, No, Answer** |
| Has the system been flushed and sterilised? |  |
| Is the system achieving the required water pressures under normal demand conditions at all water connection points? |  |
| What precautions are in place in relation to Legionella? |  |
| Are all systems tested and commissioned? (certificate required) |  |
| **Electrical supplies** | **Yes, No, Answer** |
| Have all electrical systems to building been installed and are they operational? |  |
| Are the power supplies to the building robust? |  |
| Have there been any power outages recently? |  |
| **Communication systems** | **Yes, No, Answer** |
| Is there a public address system for internal communications? |  |
| Are telephone lines operational? |  |
| Are communications server/switch rooms secure? |  |
| Are all external telephone lines into the building in place and operational? |  |
| **IT linkages** | **Yes, No, Answer** |
| Are external supplies relating to internet and IT equipment in place and operational? |  |
| Are all IT server rooms and access points secure and covered by fire protection? |  |
| **Air-conditioning systems** | **Yes, No, Answer** |
| Have all AC systems been installed in accordance with manufacturers’ instructions? |  |
| Are all AC systems operational and have been tested and commissioned in accordance with design (commissioning certificates required)? |  |
| **General building** | **Yes, No, Answer** |
| Who are the points of contact in relation to any defects |  |