

## Fire Safety Document Folder

The following information should be placed in a red lever arch file in the entrance lobby, ideally in a dedicated Fire Document Box or in reception so it is readily available for Enforcing Authorities and those persons completing regular or competent person Fire Safety Checks. Name the file '**FIRE SAFETY DOCUMENTS**'

Create sections for the following; (if applicable)

1. Regular check sheets
2. Fire log book
3. Fire Risk Assessment and reviews
4. Site plan
5. Emergency Plan
6. Fire alarm records – last test/inspection sheet
7. Monitoring company information
8. Emergency light records – last test/inspection sheet
9. Extinguisher records – last test/inspection sheet
10. Fire hydrant records – last test/inspection sheet
11. Fire door records – annual maintenance
12. Fire drill records
13. Staff training records
14. Other equipment – Smoke vents
  - Dry/wet risers
  - Sprinklers
  - Extinguishing systems

Records for fire protection equipment on site should include detailed location lists of the equipment that is being regularly checked and serviced. Contact details and callout procedures for service/maintenance providers. Compliance to the relevant British Standards should be confirmed by way of competent person/company certification of the equipment and Method Statements.

For further information contact RES Group on 0800 721 0727

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