

BUILDING OWNERS INSPECTION REQUIREMENTS CHECK LIST

SS 2-Fire Alarms	This will be preformed by the Fire Alarm IQP on a monthly basis Please report any obvious Damage / Defect.
SS 3.1 Automatic Doors	Doors should be checked to ensure they operate easily, correctly and are not Locked Blocked / Barred / Damaged
SS 3.2 Access Controlled Doors	Doors should be checked to ensure they operate easily, correctly and are not Locked / Barred / Damaged
SS3.3 Interface fire/smoke doors	Doors should be checked to ensure they operate easily, correctly and are not Locked / Barred / Damaged
SS 4 Emergency Lighting	This Check will be preformed by Owner or Fire Alarm IQP on a monthly basis. Please report and obvious Damage or defects
SS 7 Backflow Preventer	Annually by IQP
SS 9 Mechanical Ventilation	Filters checked and cleaned by Owner and Annually by IQP
SS 14/2 Signs for Systems 1-13	(Illumination not required) Correct type sign, Legible, present in correct location
SS 15/2 Final Exits	Doors should be checked to ensure the operate correctly ,easily and are not Locked / Barred / Damaged, clearly visible, easily operated without key or other device.
SS 15/3 Fire Separation	Fire separations that bound exits ways should be visibly inspected for Signs of damage or deterioration that could affect their fire resistance function particularly closure, exposed fire stopping and surface finishes. Inspect for any new penetrations have been fitted with fire stopping and are fully sealed. AN inspection should be carried out on any fire doors forming of an escape route can be opened and are not Locked / Barred / Damaged.
SS 15/4 Signs facilitating evacuation	Inspect signs not required to be illuminated are of the correct type Inspect signs not required to be illuminated are present and in the right locations Inspect signs not required to be illuminated are legible Check the signs or displays are present and in the right locations.
SS 15/5 Smoke Separations	Should be visually inspected for - no signs of damage or deterioration the could adversely affect their smoke control function, in respect to closures, exposed smoke stopping and surface finishes, no new penetrations without smoke stopping, smoke doors forming part of an escape route can easily be opeded and are not blocked/locked/barred.