

PROPERTY _____

DATE CHECKED _____

FIRE ALARM

- ☐ Correct grade and category for the property and licence
- ☐ Panel showing normal — no faults or disablements
- ☐ Weekly (Grade A) or monthly (smoke alarm) tests recorded
- ☐ Service certificate within the last six months
- ☐ Zone chart displayed next to the panel
- ☐ Detectors within manufacturer's replacement date

ESCAPE ROUTES

- ☐ Hallways and stairs clear of bikes, bins and storage
- ☐ Final exit doors open easily without a key
- ☐ No ignition sources or stored items under stairs
- ☐ Escape route lighting working

EMERGENCY LIGHTING

- ☐ Monthly function tests recorded
- ☐ Annual full-duration test done and recorded

NOTES

FIRE DOORS

- ☐ Every escape-route door closes by itself onto the latch
- ☐ Gaps about 3–4 mm, seals intact and not painted over
- ☐ No doors wedged or propped open
- ☐ Fire door signage in place where required

KITCHENS & EQUIPMENT

- ☐ Heat detection in kitchens
- ☐ Fire blanket where required, wall-mounted
- ☐ Extinguishers (if required) in date and serviced

ALARMS IN LETTINGS

- ☐ Smoke alarms working on every storey
- ☐ Carbon monoxide alarms by fixed combustion appliances
- ☐ Heat detection in bedsits with cooking facilities

MANAGEMENT

- ☐ Manager's name and contact details displayed
- ☐ Fire action notice displayed
- ☐ Residents told how to report faults and keep doors shut

DOCUMENTS TO HAVE READY

- ☐ Current fire risk assessment
- ☐ Fire alarm installation / commissioning certificate
- ☐ Latest fire alarm service certificate
- ☐ Fire alarm logbook with test records
- ☐ Emergency lighting test records and certificate
- ☐ Gas safety record
- ☐ Current electrical safety certificate
- ☐ HMO licence and licence conditions
- ☐ Fire door inspection records (if applicable)
- ☐ Tenant fire safety information / fire action notice

Inspectors often ask for the logbook first. Missing test records are one of the most common reasons for tightened licence conditions and improvement notices.

ACTIONS FOUND

ISSUE FOUND	ACTION NEEDED	BY WHOM	DONE

Want this done for you? JHS carries out pre-inspection visits across the East Midlands, London and Kent — testing your fire alarm, emergency lighting and fire doors, fixing faults and bringing certificates and logbooks up to date.

Call 0800 688 9337 or email sales@jhsservices.co.uk