

Electromagnetic or Automatic Doors Owner Monthly IQP Annual

Monthly check doors open during normal use
Check release and open on power failure
Ensure free run of door during closing operation

Month	Inspected by	Signature	Date

IQP Inspection : Name	IQP Number	Signature	Date
	140-22-		

Comments from monthly checks

**Access Controlled Doors
Owner Monthly
IQP Annual**

**Monthly check correct operation of Emergency Release
Check release and closing
Ensure no other locking devices installed.**

Month	Inspected by	Signature	Date

IQP Inspection : Name	IQP Number	Signature	Date
	140-22-		

Comments from monthly checks

**Automatic Fire Doors & Magnetic Hold Open Devices
Owner Monthly
IQP Annual**

Monthly check correct operation

Check release and closing

Ensure free run of door during closing operation

Month	Inspected by	Signature	Date

IQP Inspection : Name	IQP Number	Signature	Date
	140-22-		

Comments from monthly checks

Automatic Fire Doors Owner Monthly IQP Annual

Monthly check doors free from obstruction
Check correct seal and closing
Ensure free run of door during closing operation

Month	Inspected by	Signature	Date

IQP Inspection : Name	IQP Number	Signature	Date

Comments from monthly checks

DETECTION – SUPPRESSION – EVACUATION – COMMUNICATION – LIFE SAFETY

**Emergency Lighting System
Owner Monthly / Six Monthly
IQP Annual**

CENTRAL PLANT SYSTEMS

**Monthly check Electrolyte Levels of Cells, and top as necessary
Operate System and ensure all Fittings operate correctly
Ensure all lights clean and clear from obstruction**

SELF CONTAINED SYSTEMS

**Six Monthly Check operation of all fittings by using Test facility
Ensure all lights clean and clear from obstruction**

*****RETURN SYSTEM TO STANDBY MODE*****

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Comments from monthly checks

DETECTION – SUPPRESSION – EVACUATION – COMMUNICATION – LIFE SAFETY

**Fire Service Riser Mains
Owner Monthly
IQP Annual**

**Monthly Check all outlets clear from obstruction,
All caps in place where fitted, and all signage clean and legible**

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	140-22-		
Comments from monthly checks			

DETECTION – SUPPRESSION – EVACUATION – COMMUNICATION – LIFE SAFETY

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Signs as Required

Owner Monthly

IQP Annual

Monthly check all signs in place

All Signs clean, clear and legible

Ensure fixing is stable and repair if necessary

Month	Inspected by	Signature	Date

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Comments from monthly checks

DETECTION – SUPPRESSION – EVACUATION – COMMUNICATION – LIFE SAFETY

fire fighting pacific

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**Fire Hose Reels
Owner Monthly (include Extinguishers)
IQP Annual**

- Monthly check access is kept clear from obstruction**
- Signage in place to locate Fire Equipment**
- Fire Equipment not being used for other purposes e.g. cleaning**
- Nozzle intact on hose reels**
- No water leaking from hose reel**
- Seals intact, gauges normal on extinguishers**

Month	Inspected by	Signature	Date

IQP Inspection : Name	IQP Number	Signature	Date

Comments from monthly checks

DETECTION – SUPPRESSION – EVACUATION – COMMUNICATION – LIFE SAFETY