

BUILDING MAINTENANCE RECORD

SPECIFIED SYSTEM 14/2: Signs

MONTHLY BY OWNER OR BUILDING OWNER

Note: Annual IQP inspection is completed on WHITE forms at back of register.

1. Monthly check must ensure that:
 - a. Signs are legible to all occupiers of the building
 - b. Signs include
 - i. Sprinkler system storage
 - ii. Fire alarm call point instructions
 - iii. Door release signs
 - iv. Fire door signs
 - v. Fire hydrant signs
 - vi. Do not use lift in the event of fire signs
 - vii. Audio loop signage

SIGNS MUST BE REFURBISHED BEFORE THEY BECOME ILLEGIBLE

Month	Date	Signature	Comments

Notes: _____
