

Means of Escape & Fire Door Inspection Checklist

For Responsible Persons, Fire Wardens, Facilities Managers, and Duty Holders.

1. Escape Routes – General Condition

- Escape routes clear of obstructions
- No storage in corridors, stairwells, or lobbies
- Floors free from slip/trip hazards
- Adequate lighting throughout escape routes
- Fire-resisting construction intact (no holes, gaps, or damage)

Notes: _____

2. Fire Exit Doors

- Fire exits open easily without a key or code
- Panic bars/fastenings working correctly
- Exit doors not blocked internally or externally
- External escape routes clear and safe
- Weather seals and thresholds not impeding opening

Notes: _____

3. Signage & Wayfinding

- Fire exit signs correctly positioned and visible
- Directional arrows consistent and accurate
- "Fire Door Keep Shut" signs in place where required
- "Fire Exit – Keep Clear" signage displayed
- Assembly point signage correct and visible

Notes: _____

4. Emergency Lighting

- Emergency lighting installed along escape routes
- Monthly function test completed
- Annual full-duration test in date
- Luminaires clean and unobstructed
- No damaged or missing fittings
- **Notes:** _____



5. Fire Doors – Operation & Condition

- Door closes fully onto latch without assistance
- No warping, swelling, or misalignment
- Hinges secure and free from damage
- Intumescent strips intact and continuous
- Cold-smoke seals present and undamaged
- Door leaf free from holes, damage, or modifications

Notes: _____

6. Fire Door Hardware

- Self-closers fitted and working effectively
- No missing screws or loose fixings
- Door handles, latches, and locks functional
- Hold-open devices (if fitted) are compliant (e.g., Dorgard, magnetic hold-open)
- No non-compliant wedges or improvised hold-open devices

Notes: _____

7. Glazing & Vision Panels

- Fire-rated glazing intact and undamaged
- Beading secure and appropriate for fire-rated glass
- No cracks, chips, or loose panels
- Vision panels provide clear visibility where required

Notes: _____

8. Compartmentation & Structural Integrity

- No penetrations in walls, ceilings, risers, or service shafts
- Fire stopping in place around cables, pipes, and ductwork
- Access panels fire-rated and closed
- Ceiling tiles intact and correctly seated
- No unprotected openings compromising fire resistance

Notes: _____



9. External Escape Routes

- Stairs, ramps, and pathways clear and safe
- Handrails secure and in good condition
- External lighting functional
- Gates unlocked during occupancy
- No vegetation or waste obstructing escape
- **Notes:** _____

10. Overall Compliance Summary

- **General Condition:**
 Satisfactory Requires Improvement Unsatisfactory
- **Immediate Actions Required:**

- **Non-Urgent Actions:**

11. Sign-Off

- **Inspector Name:** _____
- **Signature:** _____
- **Date:** _____

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