

FIRE SAFETY REGULATIONS CHECKLIST

<i>Multi-occupied residential buildings of <u>any</u> height</i> require RPs to provide	
1.	<p>Fire safety instructions in a visible part of the building, including:</p> <ul style="list-style-type: none"> (a) instructions relating to evacuation strategy; (b) instructions on how to report a fire to the fire and rescue authority; and (c) any other instructions telling residents what they must do in the event of a fire.
2.	<p>Fire door information providing updated information to residents on:</p> <ul style="list-style-type: none"> (a) the importance of fire doors (including that they should be kept shut when not in use); (b) the prohibition on tampering with self-close devices; and (c) their obligation to report any faults/damages with doors immediately to the RP. <p>N.B. Fire door information must be provided to existing residents by January 2024, and every new resident as soon as reasonably possible.</p>
<i>Multi-occupied residential buildings over <u>11m</u> in height</i> require RPs to also provide	
1.	<p>Fire door checks</p> <ul style="list-style-type: none"> (a) Annually for fire doors at flat entrance doors; and (b) Quarterly for any fire doors in communal areas.
<i>Multi-occupied residential buildings over <u>18m</u> in height or <u>at least seven storeys</u> high</i> also require	
1.	<p>Secure information boxes</p> <ul style="list-style-type: none"> (a) Install/maintain an easily accessible secure information box in the building containing: <ul style="list-style-type: none"> (i) RP's name and contact details; and (ii) hard copies of building floor plans. (b) N.B. These must be inspected at least annually to ensure compliance with FSR.
2.	<p>External walls – RPs are to provide:</p> <ul style="list-style-type: none"> (a) a record of the design of the building's external walls (including their materials); and (b) details of risk level in external walls under Fire Safety Order risk assessment requirements.
3.	<p>Floor plans for each floor of the building that:</p> <ul style="list-style-type: none"> (a) identify the location of all lifts, and if lift is for firefighters' use or evacuation lift; and (b) identify the key fire-fighting equipment in whole building.
4.	<p>Single page building plan stored in secure information box that identifies:</p> <ul style="list-style-type: none"> (a) use of the building, dimensions of the building, access for fire and rescue, the location of secure information box, main stairwells and number of storeys.
5.	<p>Lifts and fire-fighting equipment</p> <ul style="list-style-type: none"> (a) Undertake and keep records of monthly routine checks of lifts for use by firefighters, evacuation and essential fire-fighting equipment in building; and (b) Identified faults must be rectified within 24hrs from time of identification; if not possible, report the fault and date of rectification to the fire and rescue authority.
6.	<p>Wayfinding signage – install clear markings of floor identification and identification of domestic premises in circumstances of limited visibility.</p>
7.	<p>Electronic files relating to design and materials in external walls, and floor and building plans to be provided to fire and rescue authority.</p>