**Day Care Centre Regulations, 1999**

**Fire Safety Check List**

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| **Item**  **1. Mean of Escape**  **Check** all exit doors to ensure the locks are exit free and working.  **Check** all exit ways and/ or stairways to ensure they are not obstructed.  **2. Emergency Lighting**  **Check** all emergency lighting units to ensure they are illuminated.  **Test** all emergency lighting unit batteries.  **3. Electrical Installation**  **Check** all electrical receptacles to ensure they are fitted with approve inserts or protected covers.  **Inspect** all electrical appliances, wiring, cords for any damages.  **Check** to ensure there are no electrical cords under rugs, mats, furnishing or through doorways.  **4. Fire Alarm System and Smoke Alarm Units**  All electrical fire detection and alarm systems must be **checked** to ensure the AC power and trouble lamps are working.  **Inspect** battery or hardwired smoke alarms.  Have fire alarm system **tested** by a **qualified electrical** engineer.  **5. Portable Fire Extinguishers**  **Ensure** that all portable fire extinguishers are checked i.e. pressure gauges etc.  **Inspect** all portable fire extinguishers and record dates of inspections. | **Frequency**  Daily  Daily  Daily  Monthly  Daily  Monthly  Daily  Daily  Weekly  Annually  Monthly  Annually | **Staff Member Responsible**  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Definitions For Key Words Are As Follows:-**

**CHECK** Means visual observation to ensure the devices or system is in place and is

not obviously damaged or obstructed.

**INSPECT**  Means physical examination to determine that the device or system will

apparently perform in accordance with its intended operation of function.

**TEST**  Means operating a device or system to ensure that it will perform in

accordance with its intended operation or function.

It should be noted that any item listed above which does not pertain to your Day Care Centre should be omitted from your checklist.

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