



When?	Fire Alarm	Emergency Lighting	Fire Extinguishers	Fire Doors	Electrics	Fire Risk Assessment
Daily	Visual Inspection: There should be only one green light on your panel to indicate there are no faults.	Visual Inspection: Check indicators on power supply to identify system (if it's central back-up) is operational.				
Weekly	Weekly Test: Activate a Manual Call Point (test a different one each week), and record in your log book!		Visual Inspection: Ensure fire extinguishers are easily visible and accessible.	Visual Inspection: Check for obvious signs of damage to the door or frame, as well as obstructions.		
Monthly	<i>Not required, but make sure any faults are reported immediately to your team at WFP.</i>	Monthly Flick Test: Flick off the mains power supply to the lighting unit & test lights operate. Record in log book!	Visual Inspection: Ensure that the equipment is undamaged and remains unobstructed.			<i>Carrying out any fire safety recommendations is as important as having a recorded report!</i>
Bi-Annually/ Quarterly	Six-Monthly Maintenance: To be carried out by your competent specialist at WFP.	<i>Not required, but if you are ever left in the dark when testing, report it to your team at WFP.</i>		Maintenance: Quarterly for communal doors in residential buildings of 11m+ & annually for other fire doors.	Six-Monthly RCD Test: Press the 'T' or 'Test' button on your fuse board; it should click & power turn off. If not, call WFP.	<i>Changed ownership, structure of your building or had a fire-related incident? You'll need an FRA immediately after.</i>
Annually/ Other		Annual Maintenance: To be carried out by your competent specialist at WFP.	Annual Maintenance: To be carried out by your competent specialist at WFP.	Annual Maintenance: To be carried out by your competent specialist at WFP.	5-Yearly Fixed Wire Testing/EICR: To be carried out by your competent electrician at WFP.	Annual Review: Inspection and report carried out by your WFP operative.

The frequency of your visits can depend on the specific stipulations within your premises' Fire Risk Assessment.