Fire Safety Audit Checklist

A room-by-room self-check for housing societies, offices, factories, hospitals, schools and hotels. Tick each item that is OK and write what needs action in the notes column.

Building / site:		Date:	
Address:		Checked by:	

1. Fire extinguishers	Notes / action
☐ Right type for each risk: ABC for general areas, CO_2 near electrical panels, K-type (wet chemical) in kitchens	
☐ Mounted on a wall bracket or stand, easy to reach and not blocked by furniture or stock	
☐ Pressure gauge in the green zone (stored-pressure types)	
☐ Service / refill tag present and within date	
☐ Safety pin and tamper seal intact; hose and horn not cracked	
☐ ISI mark on the cylinder; signage above each extinguisher	

2. Hose reels, hydrants & risers	Notes / action
☐ Hose reel drum has its hose and nozzle; the valve opens freely	
☐ Landing valves on every floor are not leaking; hoses and branch pipe are in the hose box	
☐ Hose boxes are not used for storage and can be opened quickly	
☐ Fire brigade inlet is accessible, with caps in place	
☐ Yard hydrants are accessible and free of obstructions	
☐ Record of the last pressure / flow test is available	

3. Sprinkler system	Notes / action
☐ Sprinkler heads are not painted over, blocked, bent or covered	
☐ Stock and racks are kept well below the sprinkler heads	
☐ New cabins, rooms or false ceilings have sprinkler coverage	
☐ Installation valve is open and secured; gauges show pressure	
☐ Alarm gong / flow switch has been tested	

4. Pump room & fire water tank	Notes / action
☐ Main, jockey and diesel pumps are switched to AUTO	
☐ Diesel pump: fuel level adequate, battery charged, weekly test run logged	
☐ Suction and delivery valves are open; no leaks	
☐ Jockey pump is not starting too often (a sign of leaks in the system)	
☐ Fire water tank is full and the level indicator works	
☐ Pump room is clean, lit, accessible and not used for storage	

5. Fire alarm & detection	Notes / action
☐ Panel shows normal / healthy — no faults silenced or ignored	
☐ Detectors present in all areas (including lift lobbies, meter rooms and stores) and not covered or painted	
☐ Manual call points are visible and unobstructed	
☐ Hooters / sounders can be heard in every area; last test recorded	
☐ Detector layout updated after interior changes or fit-outs	
☐ Panel battery backup is healthy	

6. Means of escape	Notes / action
☐ Staircases, corridors and landings are free of storage	
☐ Exit doors can be opened from inside at all times the building is occupied	
☐ Fire doors close by themselves and are not wedged open	
☐ Refuge areas (where provided) are clear and marked	
☐ Exit signs and emergency lighting work, including on power failure	
☐ Evacuation plan displayed on each floor; assembly point marked	

7. Electrical & other hazards	Notes / action
☐ Electrical panels closed and labelled; no exposed live parts	
☐ Nothing stored in panel rooms, meter rooms or shafts	
☐ No overloaded sockets or chains of extension boards	
☐ Protection devices (MCB / RCCB) and earthing in place	
☐ LPG cylinders and pipelines installed and stored safely; gas leak checks done	
☐ Kitchen exhaust ducts cleaned regularly; fire blanket near cooking areas	
☐ Flammable liquids kept in small quantities, away from heat and sparks	
☐ Waste and packaging removed regularly; hot-work permits used (factories)	

8. Documents & readiness	Notes / action
☐ Fire approval / NOC and approved fire drawings on file	
☐ Form A (compliance certificate) on file for new installations	
☐ Latest Form B (January / July) maintenance certificate from a Licensed Agency	
☐ Service reports for extinguishers, alarm, pumps, hydrants and sprinklers	
☐ Mock drill done recently, with a written record	
☐ Fire wardens named for each floor / shift; staff or residents trained	
☐ Emergency numbers displayed: Fire 101 · Emergency 112 · FIRENET +91 75664 99966	

Found gaps? Get a professional audit and Form B.

FIRENET is a Maharashtra Fire Services Licensed Agency. We inspect and test your fire systems, give you a photo report, fix the gaps and issue Form B (twice a year, January & July) or Form A for new installations.

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This checklist is a general guide for a self-check. It does not replace inspection and testing by a Licensed Agency, or the specific requirements that apply to your building under the Maharashtra Fire Prevention and Life Safety Measures Act, 2006, NBC 2016 Part 4 and relevant IS codes. © Firenet Private Limited.