

Proactive Maintenance Inspection Checklist

Service #16: Fire Services (Including hand-held)

School or DoE Site:

Work Order Number:

Business/Contractor Name:

Procedure	Tick when completed
Contact the school at least 48hours notice to arrange a suitable time for carrying out proactive service.	☐
Sign in to school site visit log and introduce yourself to the School Principal/Staff if/when available on arrival.	☐
Carry out site induction/toolbox meeting to discuss site specifics including but not limited to items such as amenities, school evacuation procedure, asbestos register, local doctor/hospital etc.	☐
Carry out risk assessment for task (SWMS) addressing all site specifics.	☐
The minimum activity shall include the following: - Visual inspection of all elements to check for deterioration or vandalism. - Check correct operation inclusive of normal operation and fail safe. - All fire services to be inspected to confirm compliance with AFSS, Australian Standards, EFSG, manufacturer's specifications and any other relevant standards or specifications. - Doors (including fire doors and hardware) - Fire Protection: - Alarm Systems - Dampers (i.e. Smoke and heat vents) - Hydrants - Portable	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

- Sprinkler systems	☐
- Stair pressurisation systems	☐
- Collars and Seals	☐
• All testing and maintenance to be as per manufacturer recommendations.	☐
• Provide a summary of essential actions required to maintain compliance in the service report.	☐
Complete service report making sure all items are accurate, and details are correct.	☐
Documentation to be submitted with claim:	
• SI Service report.	☐
• Updated asset data information	☐
• Relevant before and after photos	☐
• Job receipts	☐
• Signed site visit logbook	☐
Sign out of the school	☐

Signing off

Contractor Name/s:

Signature:

Date: