For further information visit the NTFRS website www.fire.nt.gov.au

• Community Fire Safety
• Building Fire Safety
BUILDING FIRE SAFETY CHECKLIST

If you are the Owner/Occupier of a building in the Northern Territory listed in Schedule 2 of the Northern Territory Fire & Emergency Regulations you have a legal obligation to ensure the safety of any person in that building in the event of a fire or other emergency.

The NTFRS recommend Building Fire Safety Checklist items should be referenced in conjunction with NTFRS Advisory Note: AS1851-2012 “Maintenance of Fire Safety Measures” at www.fire.nt.gov.au

FIRE EXTINGUISHERS
1. Tested and tagged 6 monthly
2. Accessible with appropriate signage

FIRE BLANKETS
3. Tested and tagged 6 monthly
4. Minimum size 1200 x 1800mm
5. Accessible with appropriate signage

FIRE HOSE REELS
6. Tested and tagged 6 monthly
7. Kept clear and unobstructed

EMERGENCY LIGHTING
8. Tested and logged 6 monthly
9. Test switch to be labelled
10. Circuit breakers to be labelled

EVACUATION DIAGRAM
11. Evacuation diagram to be displayed prominently
12. Evacuation diagram to show essential elements
13. Commercial Visitor Accommodation - Boarding Houses/Hotels and Hostels to display Evacuation diagrams prominently in each accommodation room

LICENSED PREMISES
14. NTFRS Maximum Patron Number Sticker/s displayed prominently in licensed public areas

STAFF EMERGENCY PROCEDURES TRAINING
15. All staff given instruction in fire related emergencies
16. All staff training recorded in an Emergency Procedures Training Register

EXITS
17. Required exit doors must be operable from the inside at ALL times without a key by a single downward or pushing motion on a single device
18. Exits and paths of travel to be kept clear at all times
19. No non approved or secondary locking devices fitted to exit doors
20. Fire/Smoke doors (if installed) to remain unobstructed, with tags in place

FIRE/SMOKE DETECTION AND SUPPRESSION/ SPRINKLER SYSTEMS
21. FIP to be tested and recorded in log book
22. Zone block plan to be displayed at FIP
23. Sprinkler installation to be tested and logged monthly

FIRE HYDRANT AND HYDRANT BOOSTER SYSTEMS
24. Booster inlet tested and tagged 12 monthly
25. Hydrants to be tested and tagged 6 monthly (Hydrostatic test 5 yearly)
26. Hydrant system pumps to be tested and logged monthly

MAINTENANCE RECORDS TO BE PRODUCED
27. Stairwell Pressurisation – 3 monthly
28. Mechanical Ventilation – 6 monthly
29. Standby Power Supply – 6 monthly
30. Emergency Lift – 12 monthly
31. Yearly condition report (NTFRS enforcement from 1 July 2016)

HOUSEKEEPING
32. Fire Stairs to be kept clear
33. No accumulation of materials causing a fire risk

NOTE: The Building Fire Safety Brochure & Advisory Notes are guides only. Neither document indicates compliance with all requirements of the Northern Territory Fire and Emergency Act and Regulations.