

For further information visit the  
NTFRS website [www.fire.nt.gov.au](http://www.fire.nt.gov.au)

- Community Fire Safety
- Building Fire Safety

# BUILDING FIRE SAFETY INFORMATION FOR OWNER/OCCUPIERS



**NTFRS**  
Community Fire  
Safety Command





# 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](http://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.

