LAST ONE OUT

End-of-day fire check

Area: _____ **Date:** _____ **Checked by:** _____

- [ ] Fire doors are closed and not wedged
- [ ] Exits and corridors are clear
- [ ] Equipment that should be off is switched off
- [ ] Heaters and cooking appliances are off
- [ ] Rubbish is cleared and not piled near exits
- [ ] Call points are clear and easy to reach