SITE survey. APP

SITE SURVEY REPORT

Fire Warden Walk-round

Prepared for	Clarke and Lowe LLP
Date	12 Oct 2026
Site	Clarke and Lowe offices, 3rd floor
Prepared by	P. Hughes

FORM

Fire Warden Walk-round

1. Area

Project	Clarke and Lowe offices, 3rd floor: weekly fire warden check (completed example)
Client	Clarke and Lowe LLP
Site	Bridge House
Site address	Bridge House, Nottingham
Date	12 Oct 2026
Fire warden	P. Hughes
Area or floor	3rd floor
Check	Weekly

> The Fire Safety Order requires the responsible person to appoint one or more competent people to help with the fire safety measures (article 18), and to set up procedures for serious and imminent danger, with enough competent people nominated to carry out the evacuation (article 15). Fire wardens are one way to meet these duties.

2. Checks

Fire exits unlocked and clear	OK
Escape routes free of obstruction	Defect
What is wrong?	Extension lead and boxes across the east corridor.
Fire doors closed, not wedged open	OK
Call points visible and unobstructed	OK
Extinguishers in place, with a current service label	OK
Fire exit signs in place	OK
Emergency lighting showing no faults	OK
No build-up of rubbish or combustibles	OK
No overloaded sockets or unsafe heaters	Defect
What is wrong?	Daisy-chained extension leads at the print station.

Assembly point clear	OK
OK	8
Defects	2
Not applicable	0

Photos of any problems



3. People

Fire wardens on shift	2
Are PEEPs up to date for anyone who needs help to evacuate?	Yes
Do visitors and contractors know the fire procedure?	Yes

4. Actions and sign-off

Are further actions needed?	Yes

Further actions 1: Clear the east corridor and remove the daisy-chained leads.

What needs doing?	Clear the east corridor and remove the daisy-chained leads.
Who will do it?	Office manager
Due date	12 Oct 2026
Status	Completed
Inspector name	P. Hughes
Position or company	Fire warden

Fire warden signature

