**Fire Warden Regular Checks**

A check of your area would ideally be carried out every day.

Here are some examples of specific areas and issues to be checked;

**Exits**

- Check that all exits are unlocked and available for use.

- Ensure that all exit doors are free from obstruction.

**Escape Routes**

- Check that all escape routes are free of obstruction and can be safely  and effectively used at any time.

- Ensure that fire doors are not wedged or propped open (unless held open by an automatic door release device).  Electro Magnetic Hold Open devices and Acoustic Hold Open devices are installed in the University.

- Ensure that all exit signs in place and illuminated, where necessary.

- Ensure that there are no obvious hazards.

**Fire Fighting Equipment**

- Check that all fire fighting equipment is in its correct location, is free from apparent defect and has the tamper tags still in place around the operating handle.