Commercial Fire Safety Checklist

A practical self-review for business owners, employers and facilities managers in Ireland.

Before you start

This checklist is a general self-review resource. It does not replace a fire risk assessment by a competent person and completing it does not demonstrate legal compliance. Answer 'No' honestly — every 'No' is an action to record in section 8. Servicing intervals come from the relevant Irish standards and your service provider.

BUSINESS NAME

PREMISES ADDRESS

RESPONSIBLE PERSON (PERSON HAVING CONTROL)

COMPLETED BY

ASSESSMENT DATE

NEXT REVIEW DATE

1 Fire safety equipment

CHECK	YES	NO	N/A	NOTES / ACTION
Fire extinguishers are suitable for the risks identified in the fire risk assessment (e.g. wet chemical for commercial kitchens).	☐	☐	☐	
Extinguishers are in their designated positions, visible, unobstructed and marked with signage.	☐	☐	☐	
Each extinguisher shows a current service label from a competent person.	☐	☐	☐	
Fire blankets and other fire-fighting equipment (where provided) are accessible and undamaged.	☐	☐	☐	

2 Maintenance records

CHECK	YES	NO	N/A	NOTES / ACTION
A current fire risk assessment and safety statement are available on site.	☐	☐	☐	
A fire safety register / logbook is kept up to date.	☐	☐	☐	
Fire alarm tests and servicing are recorded.	☐	☐	☐	
Emergency lighting tests and servicing are recorded.	☐	☐	☐	
Extinguisher servicing is recorded.	☐	☐	☐	
Defects are recorded with the date found and the corrective action taken.	☐	☐	☐	

3 Escape routes

CHECK	YES	NO	N/A	NOTES / ACTION
Escape routes, corridors and stairs are free of obstructions and storage.	☐	☐	☐	
Final exit doors open easily from the inside without a key.	☐	☐	☐	
Fire doors close fully on their own and are not wedged or held open.	☐	☐	☐	
Fire door closers, seals and signage are undamaged.	☐	☐	☐	
Escape route and exit signs are in place and clearly visible.	☐	☐	☐	
External routes and the assembly point are clear and safe to use.	☐	☐	☐	

4 Emergency lighting

CHECK	YES	NO	N/A	NOTES / ACTION
Emergency lighting status indicators show normal (charging) operation.	☐	☐	☐	
Routine functional tests are carried out and recorded.	☐	☐	☐	
Periodic servicing by a competent person is up to date (I.S. 3217:2023).	☐	☐	☐	
Faulty units are reported and repaired promptly.	☐	☐	☐	

General self-review resource only. It does not replace a competent fire risk assessment and completing it does not demonstrate legal compliance. Obligations depend on your premises, its use and occupancy. Guide to the law: securitysystems.ie/commercial-fire-safety-requirements-ireland/

5 Fire alarm checks

CHECK	YES	NO	N/A	NOTES / ACTION
The fire alarm panel shows normal status with no faults or disablements.	☐	☐	☐	
Routine user tests are carried out and recorded.	☐	☐	☐	
Periodic servicing by a competent person is up to date (I.S. 3218:2024).	☐	☐	☐	
Manual call points and detectors are unobstructed and undamaged.	☐	☐	☐	
Changes to layout or use have been reviewed for detection coverage.	☐	☐	☐	

6 Staff training

CHECK	YES	NO	N/A	NOTES / ACTION
All staff receive fire safety training on induction.	☐	☐	☐	
Staff know the escape routes, the assembly point and how to raise the alarm.	☐	☐	☐	
Fire wardens / designated persons are appointed and trained.	☐	☐	☐	
Staff who may use extinguishers have been trained to do so safely.	☐	☐	☐	
Training records are kept up to date.	☐	☐	☐	

7 Evacuation procedures

CHECK	YES	NO	N/A	NOTES / ACTION
A written emergency plan and evacuation procedure are in place.	☐	☐	☐	
The procedure covers people who may need help to escape (personal evacuation plans where needed).	☐	☐	☐	
Fire drills are held and recorded, and lessons are acted on.	☐	☐	☐	
Fire action notices are displayed. Visitors and contractors are told the procedure.	☐	☐	☐	

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8 Outstanding actions

Record every 'No' answer as an action. Prioritise anything affecting escape, warning or detection.

ACTION REQUIRED	OWNER	TARGET DATE	DONE
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

9 Review dates

Review the fire risk assessment and this checklist after any significant change to the premises, its use, occupancy or processes.

CHECKLIST COMPLETED	FIRE RISK ASSESSMENT LAST REVIEWED	NEXT SCHEDULED REVIEW

NAME (PRINT)	SIGNATURE

Need a competent fire risk assessment or servicing?

RFC Fire & Security Systems installs, services and maintains fire alarms, emergency lighting and fire extinguishers, and carries out fire risk assessments for commercial premises in Dublin and Leinster.

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