CHECKLIST

Fire exit sign walk-round checklist

- [ ] Follow the escape route from the furthest point and note every turn without a sign.
- [ ] Confirm each sign is legible, undamaged and clear of furniture.
- [ ] Test the illumination on every sign and write the result down.
- [ ] Check that each final exit opens with a single action.
- [ ] Watch the closer on each door and adjust it if the door slams.
- [ ] Keep the space between the sign and the approach clear.
- [ ] Book the next walk round before the notes go in the drawer.