|  |  |  |  |
| --- | --- | --- | --- |
| **C:\Users\mortonv\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\KPNKGCR4\SUSSEX-ESTATES-FINAL-LOGO-cmyk.png** | Doc. No:  SEF-QSH-03-FM- |  | Management Procedure |
| Page: | Page 1 of 1 |
| Revision: |  | **Fire Marshal Checklist** |
| Date: |  |
| Custodian: |  |

Building: Shawcross Date: Time:

|  |  |  |  |
| --- | --- | --- | --- |
| Area | Floor | Warden | Area Reported Clear |
|  | Level 2 |  |  |
|  | Level 1 –  ITS Services |  |  |
|  | Level 1 –  ITS Corporate |  |  |
|  | Level 1 –  Lecture Theatre |  |  |
|  | Ground Floor –  Lecture Theatre |  |  |
|  | Ground Floor –  ITS Offices |  |  |
|  | Ground Floor – Engineering |  |  |
|  | Ground Floor -  User Area |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Control Point:** Main Entrance **Assembly Point:** Grassed area south of Arts C

**Fire & Rescue Service Attended: YES / NO Senior Fire Officer Attending:**

**Comments:**

**Completed By (Print Name):**

**(Copies of form to be sent to SEF QSHE Team; Fire Advisor or Administrator – Electronically if possible)**