

Fire safety logbook and maintenance tracker

Lion Risk Management Solutions — general template, version 1.0

Important Notice

This logbook is intended solely as a record of fire safety activity at the premises. It is not a fire risk assessment, does not certify compliance, and must not be relied upon to determine whether the fire safety measures at the premises are adequate. A complete logbook records what was done; it cannot confirm that the right things were done, that they were done competently, or that the premises satisfies legal or technical requirements. Where defects are identified or compliance is uncertain, advice should be obtained from a suitably competent person.

A complete logbook is not a compliant building

It is a record of what was done. If the wrong things were done, or the right things were done badly, the logbook will look immaculate.

A record of activity only — not a fire risk assessment and not evidence of compliance. Where defects are identified or compliance is uncertain, obtain advice from a suitably competent person.

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Sixteen sections. Each begins on a new page. Sections that do not apply to your premises should be marked “not applicable to these premises” with a reason, rather than left blank.

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Section 14, the open defects register, is the spine of this logbook. Every other section can raise a defect into it. It is the one table an inspector or an incoming agent will read first.

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Section 0 — Front matter

Fire safety logbook and maintenance tracker

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Premises:

Address:

Logbook started: _____ **Logbook number** ____ **of**

How to use this logbook

Keep it on site, accessible to whoever needs it, and write in it as things happen rather than reconstructing it later.

This logbook records what has been done. It does not decide what needs doing. Your fire risk assessment does that, together with the design of whatever systems you have. A logbook can be complete and immaculate for a building that is not safe, if the wrong things were recorded diligently. Use it as evidence of activity, not as evidence of compliance.

Sections you do not need — because you have no sprinklers, or no smoke control — should be marked “not applicable to these premises” rather than left blank. A blank section reads as a gap; a marked one reads as a decision.

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Section 1 — Premises and responsibilities

Building description, use, approximate occupancy, number of storeys, height category if known

Role	Name	Organisation	Contact	Date appointed
Responsible person				
Person(s) with day-to-day fire safety duties				
Nominated persons for evacuation				
Fire wardens / marshals				

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Section 2 — Fire risk assessment record

Date of assessment	Assessor name	Company	Competence / credentials noted	Type or scope	Next review due	Where the assessment is held

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Significant findings and actions

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Section 3 — Fire detection and alarm

Weekly user test summary (or cross-reference to the separate weekly record), and:

Weekly user test record — summary, or where the separate record is held						
Date	Company	Engineer	Visit type	Certificate ref	Defects raised	Next visit due

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Section 4 — Emergency lighting

Monthly and annual test summary (or cross-reference to the separate record), and:

Monthly and annual test record — summary, or where the separate record is held						
Date	Company	Engineer	Visit type	Certificate ref	Defects raised	Next visit due

Plus one line per annual full-duration test, recording the duration actually achieved rather than a pass mark:

Date	Rated duration	Duration achieved	All luminaires illuminated at end? Y/N	Defects raised

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Section 5 — Firefighting equipment

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Section 6 — Fire doors

Routine visual check summary (or cross-reference to the separate checklist), plus:

Routine visual check record — summary, or where the separate checklist is held					
Date	Inspection type (routine visual / competent-person inspection / survey)	Carried out by	Scope	Defects raised	Report reference

The “inspection type” column exists so that a routine visual check and a competent-person inspection are never recorded as the same thing.

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Section 7 — Other fire safety systems

One table in the shape below for each of: sprinklers and suppression; smoke control and AOVs; dry and wet risers; firefighting lifts; fire shutters; hold-open devices; access control and door release on alarm. Each carries a “not applicable to these premises” tick at its head.

Section 7 tables each carry a “not applicable” tick at the head, so absence is recorded as a decision rather than read as an omission.

7.1 Sprinklers and suppression

☐ Not applicable to these premises — reason:

Date	Company	Engineer	Visit type	Certificate ref	Defects raised	Next due

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7.2 Smoke control and AOVs

☐ Not applicable to these premises — reason:

Date	Company	Engineer	Visit type	Certificate ref	Defects raised	Next due

7.3 Dry and wet risers

☐ Not applicable to these premises — reason:

Date	Company	Engineer	Visit type	Certificate ref	Defects raised	Next due

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7.4 Firefighting lifts

☐ Not applicable to these premises — reason:

Date	Company	Engineer	Visit type	Certificate ref	Defects raised	Next due

7.5 Fire shutters

☐ Not applicable to these premises — reason:

Date	Company	Engineer	Visit type	Certificate ref	Defects raised	Next due

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7.6 Hold-open devices

☐ Not applicable to these premises — reason:

Date	Company	Engineer	Visit type	Certificate ref	Defects raised	Next due

7.7 Access control and door release on alarm

☐ Not applicable to these premises — reason:

Date	Company	Engineer	Visit type	Certificate ref	Defects raised	Next due

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Section 8 — Escape routes and signage

[illegible]

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Section 9 — Training

[illegible]

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Section 10 — Drills

Date	Scenario	Evacuation time	Number evacuated	Actions arising	Record held at

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Section 11 — People needing assistance

[illegible]

Handle this section under your data protection obligations. Use references rather than names in a logbook held openly on site if that is more appropriate.

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Section 12 — False alarms and actuations

Date	Time	Zone / device	Cause if known	Fire and rescue service attended? Y/N	Action taken to prevent recurrence

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Section 13 — Contractor and visitor log (fire-safety-related work)

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Section 14 — Open defects register

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Open defects register (continued)

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Section 15 — Logbook review

Date reviewed	Reviewed by	Sections found incomplete	Action taken

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Disclaimer

This resource is a general template published for general information. It must be adapted to the premises it is used in.

It is not legal advice and it is not premises-specific professional advice. It does not replace a competent fire risk assessment, professional fire-engineering advice, a fire door survey, or the statutory inspection, testing and maintenance your premises require.

Completing this document does not by itself discharge any legal duty. The responsible person remains responsible for deciding whether this template is appropriate to their premises, for adapting it, and for acting on what it records.

A complete logbook is a record of activity, not evidence of compliance. It does not determine what the premises requires; that comes from the fire risk assessment and the design of the systems installed.

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