

Smoke and CO Alarm Test Log

Prove the alarms were tested, and catch the thing most people miss: alarms have an expiry date, and a working test button does not mean a working sensor.

A test record for every smoke and carbon monoxide alarm in the building — where each one is, when it was tested, and when the unit itself expires.

ALARMS EXPIRE

Alarms have an end-of-life date, usually printed on the back, and a working test button does not mean a working sensor. Write the replace-by date in the register below the first time you take each one down.

Property

Year

ALARM REGISTER one line per alarm — fill in once

No.	Location	Type	Power	Installed	Replace by
		smoke / heat / CO	mains / battery		on the unit

MONTHLY TEST RECORD tick each alarm that sounded

[illegible]

Notes and anything specific to yours

Weekly Smoke Alarm Test Log

Give an interlinked or commercial alarm system tested every week its own year-long record, rather than squeezing a weekly habit into a sheet built for monthly testing.

A weekly test record for a smoke alarm system tested more often than once a month — common for interlinked and commercial systems in workplaces, shared housing and holiday lets — one tick a week across a full year.

FOR SYSTEMS TESTED WEEKLY, NOT MONTHLY

How often your alarms need testing is set by your manufacturer, your insurer, and in many workplaces and rented properties by local fire safety rules, and it differs by country and by alarm type. Use this sheet where weekly is what applies to you; for ordinary monthly domestic testing, use the Smoke and CO Alarm Test Log instead.

Property / premises

Alarm system covers

Year

WEEKLY TEST RECORD

Week starting	Tested	Tested by	Faults / notes
	Y / N		

Notes and anything specific to yours

Fire Extinguisher Check Log

Keep a dated record of monthly visual checks, and separate them clearly from the professional servicing that premises usually also need.

A monthly visual check and service record for portable fire extinguishers, in a home, a workshop, a boat or a small premises.

VISUAL CHECK, NOT A FORMAL INSPECTION

This is an owner's visual check, not a formal inspection. Where extinguishers are part of a workplace or a let property, servicing by a competent person is usually required as well — check what applies to your premises and record it in the service table below.

Premises

Year

EXTINGUISHER REGISTER

No.	Location	Type	Size	Serial no.	Manufactured	Replace by
		type				

MONTHLY VISUAL CHECK gauge in the green · pin and seal intact · hose clear · no damage or corrosion · clearly visible

Month	1	2	3	4	5	6	7	Checked by	Faults / action

Month	1	2	3	4	5	6	7	Checked by	Faults / action

PROFESSIONAL SERVICE RECORD

Date	Company	Units serviced	Next due	Cert. no.

Gas Appliance Safety Check Record

Keep your own index of who came to the gas appliances and when, so the right certificate can be found without going through a drawer of paperwork.

Which gas appliances were checked, by whom, under what registration number, and what they wrote down as having been found.

AN INDEX TO THEIR PAPERWORK

Work on gas appliances belongs to a registered engineer, and the paperwork they issue is the record that counts. This sheet is your own index of it: who came, when, to which appliance, and where their certificate or report is filed.

Property / site

Owner or manager

Started

APPLIANCE LIST fill in once for each appliance

Appliance	Location	Make	Model	Serial or GC no.

VISIT RECORD

Date	Appliance	Engineer	Company	Registration no.	What was found	Document ref.	Filed where
		name		from their card	in their words	cert or report	

Ladder and Stepladder Inspection Record

Make it clear what happened to a ladder after somebody looked at it, so a damaged one is recorded as withdrawn rather than quietly put back on the rack.

Each ladder identified once, then a record of every look-over: what was found, and what happened to the ladder as a result.

RECORD THE OUTCOME, NOT JUST THE LOOK

A ladder looked at and left in use is a different record from one taken out of use, and writing that down is what stops a damaged ladder going back on the rack.

Site / department

Register kept by

Started

LADDER REGISTER fill in once for each ladder, and give it an ID

ID	Type	Make / model	Height or sections	Kept where	In service from
	step, extension...				

INSPECTION RECORD

Date	ID	Feet	Stiles	Rungs	Locks & stays	Label legible	Defects found	Outcome	By
		ok / fault	ok / fault	ok / fault	ok / fault	yes / no		in use / withdrawn	

Emergency Contact Sheet

Put the numbers somebody needs in one place, so a house-sitter, a babysitter, a visiting relative or a tenant is not searching for them at the worst moment.

The numbers somebody needs when something has gone wrong and you are not there. Fill it in, print it, and put it where it can be read without looking for it.

FILL IN EVERY LINE, INCLUDING THE OBVIOUS ONES

Every field is blank, including the emergency services number, because it differs by country. Fill it in for where this sheet will hang. A number you have to look up is not an emergency number.

THIS PROPERTY

Address

What3words or nearest landmark

Emergency services number here

Non-emergency police

MEDICAL

Doctor

Number

Out of hours

Nearest hospital with an emergency department

Number

Dentist

Pharmacy

UTILITIES

Gas emergency

Electricity emergency

Water emergency

Heating engineer

Plumber

Electrician

PROPERTY

Landlord or agent

Number

Out of hours

Insurer

Policy number

Claims line

Alarm company	Account or passcode held by

PEOPLE

Next of kin	Relationship	Number
Second contact	Relationship	Number
Trusted neighbour	Number	Holds a key
Pets in the house	Who will take them	

SHUT-OFFS ARE ON THEIR OWN SHEET

Where the water, gas and electricity turn off is a separate sheet, because it needs space to describe a route rather than a number. Fill that one in as well and keep them together.

Next of Kin and Emergency Details Card

Put one person's emergency contacts and practical details on a single page, in the order somebody should actually work through them.

Who to call, who decides, and what somebody arriving cold needs to know — on one page, for one person.

CONTACTS, NOT MEDICAL INSTRUCTIONS

No medical guidance of any kind is printed here, and none should be inferred. This is a contact card. What it records about health is what you choose to write on it, and anybody acting on it should be speaking to your doctor or the emergency services, not reading a printable.

HOW TO USE THIS SHEET

- 1
- Fill in one card per person, not one per household.
- 2
- Say plainly who has authority to make decisions, and whether that is recorded anywhere formally.
- 3
- Keep it where somebody would look — with a carer, on a fridge, in a wallet — and think about who else can read it.
- 4
- Date it and check it whenever a number changes.

THE PERSON

Full name

Known as

Date of birth

Address

Phone

NEXT OF KIN AND CONTACTS in the order they should be tried

Order	Name	Relationship	Phone	Second phone	Email	Has a key

WHO TO TELL, AND WHO DECIDES

Person with authority to make decisions		Recorded formally? Where
Doctor or practice	Phone	Preferred hospital, if any

THINGS SOMEBODY ARRIVING WOULD NEED TO KNOW

Access, pets, medication kept where, anything else

Completed by	Date	Review on
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