

	Date	Evacuation time	Date	Evacuation time	Date	Evacuation time	Date	Evacuation time
Quarterly Fire drill								
Annual night time (sleep hour) fire drill								
Semi annual emergency disaster evacuation drill								
	Date	Date	Date	Date	Date	Date	Date	Date
Monthly battery operated smoke detector check								
Electrically powered smoke and heat detector test every other month								
Annual inspection by local fire authority or certified fire inspector								
Fire extinguisher inspection annually by qualified professional								
Sprinkler system annual inspection								
Staff training								

Comments
