

Office Building Fire Safety Audit Report

Building Name		Date of Audit	
Address		Auditor(s)	
Contact Person		Designation	

1. Introduction

This fire safety audit was conducted to assess compliance with fire safety standards and identify potential risks within the office building.

2. Scope of the Audit

The audit covers fire detection and alarm systems, means of escape, firefighting equipment, emergency lighting, signage, training, and documentation.

3. Summary of Findings

Area/Item	Status	Remarks
Fire Alarm System		
Emergency Exits		
Fire Extinguishers		
Evacuation Plan		
Training & Drills		

4. Detailed Observations

4.1 Fire Detection and Alarm Systems

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4.2 Means of Escape

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4.3 Fire Fighting Equipment

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4.4 Emergency Lighting & Signage

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4.5 Training & Documentation

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5. Recommendations

- 1.
- 2.
- 3.

6. Conclusion

The audit findings and recommendations are presented for corrective action and safety improvement within the building.

Auditor Signature

Date