

# 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.

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Auditor Signature

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Date