

# Alpine Resort Accommodation



## Winter Property Assessment Form

KEEP YOUR FAMILY AND GUESTS SAFE THIS WINTER!

Discussed With

Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Complete the check list below

	N/A	Yes	No See Over
1) Is there an evacuation plan at the entrance of the apartment, which is orientated		<input type="checkbox"/>	<input type="checkbox"/>
2) Is there a set of "Fire Orders" at the entrance of the apartment, in a language suitable for residents		<input type="checkbox"/>	<input type="checkbox"/>
3) Is the property address and apartment number clearly identifiable on the Triple Zero flyer		<input type="checkbox"/>	<input type="checkbox"/>
4) Is a "Fire Blanket" available in a suitable location between the stove and kitchen exit		<input type="checkbox"/>	<input type="checkbox"/>
5) Are Range Hood and Kitchen Appliances regularly maintained and cleaned of cooking fat/oils and dust		<input type="checkbox"/>	<input type="checkbox"/>
6) Is a serviced "Fire Extinguisher" available in a suitable location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Are "Photoelectric Smoke Alarms or Fire monitoring system Installed and maintained (with a zone plan at the fire alarm panel)		<input type="checkbox"/>	<input type="checkbox"/>
8) Are clothes dryers are maintained and lint filter regularly cleaned		<input type="checkbox"/>	<input type="checkbox"/>
9) Are suitable electrical safety switches installed		<input type="checkbox"/>	<input type="checkbox"/>
10) Are all exits and paths of travel to exits clear of obstacles		<input type="checkbox"/>	<input type="checkbox"/>
11) Are the exit signs / emergency lighting undamaged		<input type="checkbox"/>	<input type="checkbox"/>
12) Does emergency lighting operate correctly and indicate paths of travel to exits		<input type="checkbox"/>	<input type="checkbox"/>

Additional Notes:


### Actions identified during the assessment

Prepare your property before and during the tourism season to give everyone their best chance of surviving a fire.

**FACT: A FIRE CAN BECOME  
FATAL IN LESS THAN  
THREE MINUTES**

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Completed

1) A Pictorial plan showing the escape route from the apartment, with exits and emergency assembly point, needs to be displayed at the entrance / exit of the apartment	<input type="checkbox"/>
2) A set of fire orders with location details needs to be displayed with the evacuation plan. These are available in various languages and can be found at: <a href="http://www.cfa.vic.gov.au/fm_files/attachments/Publications/other-languages/fire-orders/">http://www.cfa.vic.gov.au/fm_files/attachments/Publications/other-languages/fire-orders/</a>	<input type="checkbox"/>
3) Triple 000 Property address and apartment number notices are available from the RMB or the local Fire Station, these should be placed near the apartment phone or easy to find location	<input type="checkbox"/>
4) "Fire Blanket" needs to be available in the kitchen, but away from cooking equipment. It needs to be easy to identify and find	<input type="checkbox"/>
5) Range Hood and Kitchen appliances accumulate cooking fat/oils and dust and need regularly maintained and cleaning to prevent kitchen fires.	<input type="checkbox"/>
6) Fire Extinguishers need to be serviced 6 monthly and stored in an appropriate location.	<input type="checkbox"/>
7) Install "Photoelectric Smoke Alarms, Test smoke alarms monthly, if over 10 years old replace Fire monitoring system is installed in accordance with the building code. A Zone block plan needs to be located at the Alarm Panel	<input type="checkbox"/>
8) Check and clean lint filter regularly	<input type="checkbox"/>
9) The use of double adaptors and power boards increase the risk of structure fires; install additional GPOs (power points).	<input type="checkbox"/>
10) Clear exits and paths of travel to exits of obstacles, alert your building supervisor	<input type="checkbox"/>
11) Alert your building supervisor of faulty Exit Lighting	<input type="checkbox"/>
12) Alert your building supervisor of faulty Emergency Lighting	<input type="checkbox"/>
<i>Your Notes:</i>	

For further detail contact CFA F&EM Alpine Resorts Team on 03 5720 2300