

Of course. As a Fire Safety Inspector for the Uttar Pradesh Government, I have reviewed the provided information and prepared the necessary checklists for your Group Housing Society. Ensuring fire safety is a collective responsibility, and these documents will guide your society's Fire Safety Officer and maintenance teams in keeping your community safe.

Below are the two checklists you requested.

Checklist 1: Essential Documents for the Society's Fire Safety Officer

This is a list of critical documents that the designated Fire Safety Officer or committee members must keep accessible at all times. These documents are vital for conducting internal training, for verification during official inspections, and as a ready reference in the unfortunate event of a fire emergency.

S.No.	Document to be Verified & Maintained	Remarks (Why this is important)
1	Final Fire No Objection Certificate (NOC) from UP Fire Dept.	This is the most crucial document, serving as the ultimate proof that the building's construction complies with fire safety regulations.
2	Approved Building Plans (3 Sets)	These plans show all approved fire safety measures, including escape routes, and the location of equipment. Essential for all planning and drills.
3	Floor-wise Fire Fighting Plan	Provides a detailed layout of all fire systems (hydrants, sprinklers, alarms) for each floor. In an emergency, this allows for a quick and targeted response.
4	Electrical Wiring Completion Certificate	Verifies that the electrical installation was done safely by a competent authority, which is critical as faulty wiring is a common cause of fires.

5	Fire Fighting Appliance Installation Certificate	Confirms that vital equipment like hydrants, sprinklers, and alarm systems were installed by a licensed and qualified professional agency.
6	Lift Inspection and Safety Certificate	Must include confirmation of a functional "fireman switch." This feature is essential for firefighters to control the lift during an emergency.
7	Maintenance & Service Records	A logbook detailing all inspection dates, tests performed, and maintenance carried out on all fire safety equipment. This proves due diligence.
8	Emergency Evacuation Plans	Clearly documented and displayed evacuation plans for each tower, including assembly points.
9	Contact List for Emergency Services	A readily available list with the phone numbers for the local Fire Brigade, Police, Ambulance, and key society maintenance personnel.

Checklist 2: Fire Safety Compliance & Maintenance for Society Teams

This comprehensive checklist is for the society's maintenance team and management to ensure all fire safety systems are kept in a constant state of readiness. Regular inspection and testing are mandatory to prevent system failures during a crisis.

Part A: On-Site Physical Inspection Checklist

S.No.	Item/Area to be Inspected	What to Check	Recommended Frequency
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1	Means of Access (Fire Lanes)	Check for any illegal parking, encroachments, or blockages. Fire engine access must be clear at all times.	Daily
2	Emergency Exits & Staircases	Ensure they are completely unobstructed, well-lit, and that doors swing outwards easily. Check for any storage in stairwells.	Weekly
3	Fire Extinguishers	Visually inspect that the pressure gauge is in the green zone, the safety pin is intact, and there is no visible damage. Ensure it's accessible.	Monthly
4	Fire Hydrant System	Check that both internal and external hydrants are accessible and clear of obstructions.	Monthly
5	Automatic Sprinkler System	Visually inspect sprinkler heads to ensure they are not damaged, painted over, or obstructed. There must be at least 0.5m of clearance.	Monthly
6	Smoke Detectors & Fire Alarms	Press the "test" button on a sample of detectors to ensure the alarm sounds. Check for any visible obstructions.	Monthly
7	Public Address (PA) System	Verify that the system is functional and can make clear announcements across all designated areas.	Monthly

8	Fire Pump Room	Check for easy access, proper signage, and ensure the area is clean and dry.	Weekly
9	Water Supply for Firefighting	Check the water level gauges for dedicated overhead and underground water tanks to ensure they are full.	Weekly
10	Refuge Areas	Ensure these areas are clearly marked and completely free of any encroachments or storage.	Weekly
11	Basement Ventilation	Check that ventilation fans and systems are free from obstruction and appear to be in good working order.	Monthly

Part B: Recommended Schedule for Testing & Replacement

Equipment	Action	Recommended Interval
Fire Extinguishers	Full servicing and maintenance by a licensed agency.	Annually
	Refilling of extinguisher charges.	After any use or as per expiry date (typically every 3 years).
Fire Hose Reels	Unroll completely, check for leaks, and conduct a pressure test.	Every 6 Months
Fire Hydrant System	Full flow and pressure test to be conducted by professionals.	Every 6 Months

Smoke/Heat Detectors	Professional cleaning and functional testing.	Annually
	Replacement of detectors.	As per manufacturer's guidelines (typically every 8-10 years).
Fire Alarm System	Full panel test and servicing by a licensed agency.	Annually
Fire Pumps (Electric & Diesel)	Run the pumps (both electric and diesel) on a test basis.	Weekly
Basement Ventilation System	Full operational test to ensure it can clear smoke effectively.	Quarterly
Fire Drills	Conduct a full evacuation drill involving all residents.	Every 6 Months

Adherence to these checklists will ensure your society is not only compliant with the regulations set forth by the UP Fire and Emergency Services Act but is also genuinely prepared to protect the lives and property of its residents. Stay alert, stay safe.