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## Essential Safety Measures (ESM) – Requirements and fire safety equipment

Councils are the responsible authority for enforcing the obligations of owners in carrying out of the maintenance of Essential Safety Measures (ESM). (Previously known as Essential Services Maintenance) and related fire safety equipment in buildings throughout their Municipal District.

Part 12 of the Building Regulations 2006, sets out the responsibilities of building owners in the maintenance of ESM. ESM relate to fire safety equipment in buildings other than single dwellings (Class 1a). Essential safety measures are required in all class 1b, 2, 3, 5, 6, 7, 8 and 9 buildings. These buildings include Bed and Breakfast accommodation, hostels and aged care accommodation.

- Attached below is an ESM checklist document that can be used for an initial ESM assessment.

Firefighting equipment, smoke detection equipment and emergency lighting must be properly maintained. Paths of travel to exits must be free of obstructions. Required exit doors should be openable from the inside at all times without the use of a key on a single latching device. The Building Regulations clearly prescribe that buildings owners are responsible for ESM, and accordingly the owner must give proper advice to managing agents, tenants or leaseholders.

The ESM required for each building should be specified on the plans that form part of the Building Permit.

In addition to this, for buildings completed after 1 July 1994, the details are also listed on the Occupancy Permit. For buildings prior to that date, an ESM maintenance determination and schedule may have been issued. A Municipal Building Surveyor or a Private Building Surveyor may create or update a maintenance schedule. A list of Private Building Surveyors can be found on the Building Commission website. Records of the maintenance must be kept on site, and an Annual ESM report must be completed by the owner, not later than the anniversary date of the Occupancy Permit or Maintenance Determination. If the fire safety services are complex, it may be necessary to employ suitably qualified contractors or a maintenance specialist to carry out the necessary inspections and maintenance.

There are substantial penalties for failure to provide and maintain fire safety equipment and maintain exit doors and clear paths of travel to the exits. Council wants to help owners to comply with the requirements of the Building Regulations. Building owners need to keep records for Council or the Chief Fire Officer for inspection.

If you are unsure of your obligations you should employ a registered building surveyor. This audit will determine whether the ESM are satisfactory. The Building Surveyor can advise you of what measures are required to ensure compliance. The Building Surveyor can also supply the documentation required for record keeping.

Council will be undertaking a program of inspections on buildings subject to ESM regulations within the Southern Grampians Shire.

Please be aware that if you are the property owner of one of the buildings mentioned above, you can expect a visit from Council's Building Surveyor or Building Inspector in the near future.

If you require advice on any aspect of these regulation requirements, please contact the Southern Grampians Shire Council's Building Services Unit on: 03 5573 0253.

### Further Information:

The Building Commission has further information relating to the Maintenance of Essential Safety Measures under "Community Information Sheets" on their website [www.buildingcommission.com.au](http://www.buildingcommission.com.au) You can also download a copy of the proforma for an Annual Essential Safety Measures report in word format from the following link:

[www.buildingcommission.com.au/www/html/296-essential-safety-measures.asp](http://www.buildingcommission.com.au/www/html/296-essential-safety-measures.asp) (See the word document on the bottom right hand side of the webpage link)

**SOUTHERN GRAMPIANS SHIRE COUNCIL  
ESSENTIAL SERVICES MEASURES CHECKLIST  
PART 12 BUILDING REGULATIONS 2006**

Property Address			
Owner's Name & Address		Phone	
Occupier's Name		Phone	
Class		Building Use	

	Essential Service	Installed		Maintained		Comments
		Yes	No	Yes	No	
1	Air conditioning system	Yes	No	Yes	No	
2	Emergency Lifts	Yes	No	Yes	No	
3	Emergency Lighting	Yes	No	Yes	No	
4	Emergency power supply	Yes	No	Yes	No	
5	E.W.I.S - Emergency Warning Intercommunication System	Yes	No	Yes	No	
6	Exit Doors	Yes	No	Yes	No	
7	Exit Signs	Yes	No	Yes	No	
8	Fire Blanket	Yes	No	Yes	No	
9	Fire brigade connection	Yes	No	Yes	No	
10	Fire control centre	Yes	No	Yes	No	
11	Fire control panel	Yes	No	Yes	No	
12	Fire curtain	Yes	No	Yes	No	
13	Fire damper	Yes	No	Yes	No	
14	Fire detector & alarm system	Yes	No	Yes	No	
15	Fire door	Yes	No	Yes	No	
16	Fire extinguishers	Yes	No	Yes	No	
17	Fire hose reels	Yes	No	Yes	No	
18	Fire hydrants & boosters	Yes	No	Yes	No	
19	Fire indices for materials	Yes	No	Yes	No	
20	Fire isolated lift shafts	Yes	No	Yes	No	
21	Fire isolated passages	Yes	No	Yes	No	
22	Fire isolated ramps	Yes	No	Yes	No	
23	Fire isolated stairs	Yes	No	Yes	No	
24	Fire mains	Yes	No	Yes	No	
25	Fire protective coating	Yes	No	Yes	No	
26	Fire rated access panels	Yes	No	Yes	No	
27	Fire rated building elements	Yes	No	Yes	No	
28	Fire rated control joints	Yes	No	Yes	No	
29	Fire resistant shaft	Yes	No	Yes	No	
30	Fire resistant structures	Yes	No	Yes	No	
31	Fire shutter	Yes	No	Yes	No	
32	Fire window	Yes	No	Yes	No	
33	Lightweight construction	Yes	No	Yes	No	
34	Mechanical ventilation	Yes	No	Yes	No	
35	Paths of travel to exits	Yes	No	Yes	No	
36	Penetration in fire rated structures	Yes	No	Yes	No	
37	Smoke alarms	Yes	No	Yes	No	
38	Smoke control measures	Yes	No	Yes	No	
39	Smoke doors	Yes	No	Yes	No	

40	Smoke vents	Yes	No	Yes	No	
41	Sprinkler systems	Yes	No	Yes	No	
42	Stairway pressurisation systems	Yes	No	Yes	No	
43	Static water storage	Yes	No	Yes	No	
44	Vehicular access	Yes	No	Yes	No	
45	Warning systems associated with lifts	Yes	No	Yes	No	
46	E.S.M Report	Yes	No	Yes	No	
47	Log Book	Yes	No	Yes	No	
48	Class 1b to 9 incl Occupancy Permit Display (Class 9 only Pre 1 July 1994)	Yes	No	Yes	No	

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Notice Issued	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Infringement Notice issued	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**Diagram:**

**NOTE:**

This list is designed to help you identify the Essential Services in your building that are required to be maintained.

Whilst the list identifies 44 essential services specified by the Building Regulations, the number of services applicable to each building will vary depending on the use and complexity of the building.

1. For buildings issued with an Occupancy Permit after 1 July 1994 the essential services applicable and their respective maintenance requirements will be specified on the Occupancy Permit.
2. For buildings not having an Occupancy Permit issued after 1 July 1994 it is recommended that (unless already in place) a Maintenance Determination of essential safety measures and their maintenance requirements is prepared by a registered building surveyor.