

MULTI-FAMILY DWELLING FIRE SAFETY CHECKLIST

<u>Electrical</u>	YES	NO
Are there any electrical safety issues?	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cords being used in permanent applications?	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cords being run through walls, ceilings, floors or under rugs?	<input type="checkbox"/>	<input type="checkbox"/>
Are there open wiring splices or junction boxes?	<input type="checkbox"/>	<input type="checkbox"/>
Do all electrical panels have the required working space and clearance of 30" in width, 36" in depth and 78" in height?	<input type="checkbox"/>	<input type="checkbox"/>
Are all breakers in place and functioning properly without any unapproved locking devices installed?	<input type="checkbox"/>	<input type="checkbox"/>
Are doorways leading into electrical rooms marked on the exterior of the door with "Electrical Room"?	<input type="checkbox"/>	<input type="checkbox"/>

<u>Exterior</u>	YES	NO
Are all buildings marked with approved address numbers plainly visible from the street fronting the property?	<input type="checkbox"/>	<input type="checkbox"/>
Are the numbers a minimum of 4" in height and in contrasting color to their background?	<input type="checkbox"/>	<input type="checkbox"/>
Is a 3-foot clear space maintained around the circumference of all fire hydrants and fire department connections?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any charcoal cookers, smokers, propane grills, fireplaces or chimineas being used on balconies or spaces under balconies?	<input type="checkbox"/>	<input type="checkbox"/>
Are any of the above devices being used less than 15 feet from the structure?	<input type="checkbox"/>	<input type="checkbox"/>

<u>Exits and Fire-Rated Doors</u>	YES	NO
Are all required exits properly labeled and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
Are all exit signs in place and illuminated?	<input type="checkbox"/>	<input type="checkbox"/>
Is all required emergency lighting in place, operating properly, have operable battery backup and positioned to light the exit pathway?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any unapproved locks or surface-mounted bolts on exit doors?	<input type="checkbox"/>	<input type="checkbox"/>
Are all exits and exitways clear of unapproved storage?	<input type="checkbox"/>	<input type="checkbox"/>
Is all required emergency lighting in place and operating properly, does it have operable battery backup, and is it positioned to light the exit pathway?	<input type="checkbox"/>	<input type="checkbox"/>
Do all fire-rated doors self-close and latch and contain the appropriate UL listed/fire-rated hardware?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire doors in the closed position as required?	<input type="checkbox"/>	<input type="checkbox"/>
Are any fire doors blocked open?	<input type="checkbox"/>	<input type="checkbox"/>

<u>Fire Protection Systems</u>	YES	NO
Does the occupancy have any of the fire protection systems named below?		
• Sprinkler System?	<input type="checkbox"/>	<input type="checkbox"/>
• Fire Alarm System?	<input type="checkbox"/>	<input type="checkbox"/>
• Fire Extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>
• Smoke Detectors?	<input type="checkbox"/>	<input type="checkbox"/>
• Fire Pump?	<input type="checkbox"/>	<input type="checkbox"/>
If any of these are present:		
• Are they in operable condition and functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>
• Have they been inspected in the past 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have the required test and inspection records on site for review by the Fire Marshal?	<input type="checkbox"/>	<input type="checkbox"/>
Are there 2A10BC-rated fire extinguishers available on every floor in a conspicuous and easily accessible location?	<input type="checkbox"/>	<input type="checkbox"/>
Have the fire extinguishers been inspected and tagged within the past 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
Are the fire extinguishers hanging on the required brackets?	<input type="checkbox"/>	<input type="checkbox"/>

Housekeeping**YES NO**Is all storage orderly? Is storage of combustible or flammable items kept to a minimum? Do areas containing storage have the required access and aisle width? Is there storage located in unapproved locations such as exits and exit accessways that could be blocking a safe path of travel in an emergency? Is there storage underneath stairwells? Is storage blocking exit doors? Is storage stacked within 2 feet of an unsprinklered ceiling or within 18" of a sprinklered ceiling? Is there storage in electrical, mechanical or boiler rooms? Does the laundry room have excessive lint or dust that could pose a fire hazard?