

Fire Safety Survey for Apartment Complexes

Complex Name:	Managers Name:
Complex Address:	Email: Phone: ()

Start Time:	Finish Time:	Number of Interruptions:	Number of Personnel:
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GENERAL FIRE CODE VIOLATIONS

LEASING OFFICE	YES	NO	N/A
Office personnel have produced required inspection documentation (Fire hydrants, Fire alarm systems, Fire sprinkler systems, Elevator inspection).			
The Fire alarm control panel has power and there are no trouble conditions indicated on the panel.			
The Fire alarm control panel is monitored off-site and the monitoring service has the correct address for the complex.			
A smoke detector is installed in the vicinity of the fire alarm control panel.			
Exit signs are illuminated and battery backup is operational.			
Emergency lighting units are operational.			
Panic hardware is only lock/latch installed on secondary exit doors.			
Portable extinguishers are provided. Extinguishers are mounted in visible and accessible locations. Extinguishers are charged, tamper seals and pull-pins are intact. Extinguishers have a current inspection tag installed by a licensed fire protection contractor. (inspected annually)			
Ceiling panels are provided at all access points into attic.			
Attic draft stops are intact. All penetrations in draft stops have been firestopped.			
Access panels in draft stops are self-closing and provided with automatic latches.			
Riser rooms are provided with required signage. (ESD 2 Sign specifications)			
FDC's are provided with required signage. (ESD 2 Sign specifications)			

Main gas shutoffs are provided with required signage. (ESD 2 Sign specifications)			
Main electrical disconnects are provided with required signage. (ESD 2 Sign specifications)			

POOL AREA AND MAINTENANCE SHOP	YES	NO	N/A
Emergency pool phone works properly and the dispatcher has the correct address. Signage is provided to identify emergency phone.			
Storage areas for pool chemicals are identified by NFPA 704 placard.			
All combustibles are stored at least 3' away from any gas appliances (Water heater, furnace, etc.)			
Compressed gas containers (CO2, helium, etc...) shall be secured to prevent from falling			
No more than 10 gallons of flammable liquid is stored in approved safety cans			

EXTERIOR SURVEY - COMPLEX	YES	NO	N/A
The address of the complex is posted at all entrances and is clearly visible from the public street.			
Electronic access gates are operational and KNOX switches are working properly. All gates open fully upon activation of the knox switch and remain in the open position until the knox switch is reset.			
Electronic access gates are provided with a manual release and this release is operational.			
Manual access gates are provided with a Knox padlock or knox box. If a Knox box is provided ensure the key in the box opens the gate. All gates open fully.			
Fire lanes are clearly marked and legible.			
A minimum vertical clearance of 14 feet is maintained for the entire length and width of the fire lane. (tree limbs and power lines)			
Fire hydrant steamer connections face towards the access drive.			
Fire hydrant outlets are provided with protective caps.			

The steamer connection for all hydrants is a minimum of 18 inches above adjacent grade level. (Measured to center of opening)			
A minimum of 3 foot clearance is maintained around the circumference of each fire hydrant. This area is kept clear of all landscaping which will obstruct the visibility of, or access to, the fire hydrant.			
Blue pavement markers are provided in the access drive to mark hydrant locations.			
Building numbers are visible from the access drive.			

EXTERIOR SURVEY - RESIDENTIAL BUILDINGS	YES	NO	N/A
Riser rooms are provided with required signage. (ESD 2 Sign specifications)			
Fire department connections are provided with required signage. (ESD 2 Sign specifications)			
Fire department connections are provided with protective caps.			
A minimum of 3 foot clearance is maintained on all sides of fire department connections. This area is kept clear of all landscaping which will obstruct the visibility of, or access to, the FDC.			
Main gas shutoffs are provided with required signage. (ESD 2 Sign specifications)			
Main electrical disconnects are provided with required signage. (ESD 2 Sign specifications)			
Electrical panels are provided and covers are closed.			
All circuit breakers are labeled to indicate which portion of the building they service. There is no visible damage to breakers.			
All electrical outlets and junction boxes are provided with cover plates.			
A minimum clearance of 30 inches is maintained around electrical panels and meters. This area is kept clear of landscaping and storage.			
Building exteriors are free of weeds, debris and combustible storage.			

	Dumpsters are a minimum of 10 feet from combustible walls, windows and building overhangs			
	The area around each building is maintained free of improperly discarded smoking material.			

RESIDENTIAL BUILDING RISER ROOMS		YES	NO	N/A
	The Fire alarm control panel has power and there are no trouble conditions indicated on the panel.			
	Sprinkler riser gauges indicate there is pressure on the system.			
	All valves are currently in the open position so that the system, if activated would work properly.			
	All valves and controls are labeled correctly. (Main Drain, Main Control, etc...)			
	The fire alarm system has been inspected and serviced (tag attached) within the past year by a licensed fire alarm contractor. The fire alarm control panel is free of yellow and/or red tags.			
	The fire sprinkler system has been inspected and serviced (tag attached) within the past year by a licensed fire protection contractor. The fire sprinkler system is free of yellow and/or red tags.			
	The sprinkler riser room is free of any storage, trash or debris.			

SURVEY OF COMMON AREAS IN RESIDENTIAL BUILDINGS		YES	NO	N/A
	Ceiling panels are provided at all access points into attic.			
	Attic draft stops are intact. All penetrations in draft stops have been firestopped.			
	Access panels in draft stops are self-closing and provided with automatic latches.			
	Electrical boxes and switches in attic are provided with cover plates.			
	Exit signs are illuminated and battery backup is operational.			
	Emergency lighting units are operational.			

	Breezeway walls and ceilings are intact. All penetrations in walls and ceilings have been sealed.			
	If extinguisher cabinets are provided in common areas: All cabinets contain an extinguisher, extinguishers are charged, tamper seals and pull-pins are intact.			
	Standpipe hose connections are provided with protective caps.			
	Fire sprinklers, fire alarm horns and/or fire alarm strobes are free of any visible damage.			
	There are no obstructions or storage in breezeways. There are no obstructions or storage in or under exit stairs.			
	Exit stairs, guardrails and handrails are intact and structurally sound.			
	The Electrical, Equipment and Mechanical rooms are free of storage.			

ELEVATORS		YES	NO	N/A
	Elevator is operational.			
	Elevator has been tested and inspected within the past year by a certified inspector.			
	Elevator key provided by the complex works with this elevator (Firefighter service key).			
	The emergency call function inside the elevator is monitored off-site and the monitoring service has the correct address and building number.			

INTERIOR SURVEY - RESIDENTIAL UNITS		YES	NO	N/A
	Unit numbers are posted at unit entry doors.			
	Unit doors are self-closing and self-latching.			
	Smoke alarms are installed and operational.			
	Carbon monoxide alarms are operational if required (gas appliances or attached garage).			



	Sprinklers are free of any obstructions and a minimum clearance of 18 inches is maintained below all sprinkler heads. (Closets and utility rooms are primary concerns)			
	Fire Sprinklers, fire alarm horns and/or fire alarm strobes are free of any visual damage.			
	If portable extinguishers are not installed in common areas: A 1A-10BC minimum-rated fire extinguisher has been provided. The extinguisher is charged, the tamper seal and pull-pin are intact.			
	Dryer vents are free of lint accumulations. Areas behind washers and dryers are kept clear of lint and other combustibles.			
	All combustibles are stored at least 3 feet away from appliances (Water heater, furnace, etc.).			
	Ceiling panels are provided at all access points into attic.			
	Electrical outlets, switches and junction boxes have cover plates.			
	Extension cords are not being used for permanent wiring. Extension cords are plugged directly into outlets or power strips and do not pass under rugs or through walls.			
	Power strips are plugged directly into outlets.			
	Patios and balconies are free of propane cooking and heating devices.			
	Apartment units, patios and balconies are free of combustible and flammable liquids.			

Comments: _____

Inspector Name: _____ Manager's Signature: _____

