



# Multi-Family Fire Safety Checklist

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

Location Address: \_\_\_\_\_

YES	NO	NA	Fire Department Access
			Driveways (fire lanes) unobstructed.
			Fire lane markings or signs in good condition and enforced.
			Address numbers visible for emergency response.
			Building letter designation visible from all potential fire lane approaches.
			Fire Department Knox box in place when required and keys are current.
YES	NO	NA	Building Exterior
			Natural gas meters are protected from vehicle impact.
			Combustible storage is clear of the structure and not under exit stairs.
			Stairways in good repair.
			Exits and exit paths are unobstructed.
			Emergency lighting present and working.
			Avoid bark dust next to combustible exterior walls.
			Ground cover is clear of discarded cigarettes.
			Provisions for safe cigarette disposal are provided.
			Dryer lint traps and vents are clear of lint build-up.
			Electrical outlets and electrical connections are in good condition. Each outlet box shall have a cover faceplate, no bare exposed wires are permitted.
			Doors to fire alarm panel or sprinkler risers are labeled.
YES	NO	NA	Building Interior & Common Areas
			Hallways and corridors are clear and unobstructed.
			Emergency lighting present and working.
			Exit signs present and functional.
			Exit doors open from the inside without the use of key, special knowledge, or effort.
			Self-closing doors close completely and latch (not propped open).
			Stairways in good repair (treads and handrails).
			Wiring shall be in good condition. Each outlet box shall have a cover faceplate, no bare exposed wires are permitted.
			Rated interior finishes (sheetrock, floors, and ceiling) are in good condition.
			Minimum of one size 2A:10BC or larger portable fire extinguisher mounted within 75 feet of travel from anywhere on the same floor.
			Attic area components free from breaches.
			Dryer shall have metal ducting and no plastic or vinyl ducting.
YES	NO	NA	Accessory Uses
			Laundry rooms, lint traps and vents free from lint build-up.
			Storage area interior finish (sheetrock, floors, and ceiling) is in good condition.



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			Minimum of one size 2A:10BC or larger portable fire extinguisher mounted within 75 feet of travel from anywhere on the same floor.
			Pool chemicals are stored only in original containers.
			No storage of flammable and combustible liquids in excess of 10 gallons without storage cabinet.
			Boiler, furnace, and mechanical rooms free from combustible storage.
			Community rooms have unobstructed exits, exit signs, and posted occupant load (if greater than 49).
			Use of extension cords limited to one portable appliance per cord and plugged directly into an electrical outlet. Extension cords are for temporary power supply.
			Electrical cords are not allowed to pass through doorways, walls, ceilings, floors or be subject to physical damage. Service Panels are unobstructed.
YES	NO	NA	<b>Fire Protection Water</b>
			Fire hydrants unobstructed with a minimum of 3 feet clear space around each.
			Fire Department Connections (FDC) visibly and physically unobstructed.
			FDC caps in place (if missing maintenance is required).
			FDC clearly labeled as "FDC", and describing which building or portion of the building is being served.
YES	NO	NA	<b>Fire Protection Features</b>
			Fire extinguishers served and equipped with an annual inspection tag from a qualified company.
			<b>Fire sprinkler systems valves shall be in the on position, if not shall be corrected immediately</b>
			Fire extinguishers are visible and accessible.
			Fire alarm system tested annually
			Fire sprinkler system tested annually
			Access to fire alarm panel and sprinkler riser is clear and unobstructed.
			Private fire hydrants tested annually and painted red.
YES	NO	NA	<b>Alarm Devices</b>
			Test and update batteries of smoke alarms at the time of vacancy.
			Ensure adequate placement and operation of smoke alarms prior to leasing.
			Instruct new occupants on the purpose, operations and maintenance of smoke detection devices.
			Inform new occupants on the renter requirements of WAC 212-10-050 to inspect and maintain smoke alarms.
			Carbon monoxide alarms installed where required per WAC 51-51-0315 Section R315.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_