



## Apartment Annual Inspection Checklist

This inspection checklist is provided as a courtesy to assist with your Annual Fire & Life Safety Inspection requirements

Facility Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date: \_\_\_\_\_

**P F N/A General Housekeeping Precautions**

- Accumulation of combustible waste materials - 304.1
- Weeds, grass, vines capable of being ignited - 304.1.2
- Proper storage of combustible rubbish - 304.2
- Containers of combustible rubbish in proper locations - 304.3
- Compliance with open flame, fire & burning - 308.1
- Vehicle impact protection general - 312.1
- Fueled equipment (lawn equipment, generators, etc.) - Section 313
- Storage maintained 18" below sprinkler deflector - 315.2.1
- Storage in electrical, boiler, mechanical rooms, etc. - 315.3.3

**P F N/A Emergency Planning & Fire Service Features**

- Fire safety, evacuation & emergency preparedness plans - 401.1
- Fire apparatus access roads - Section 503
- Fire apparatus access markings - 503.3
- Fire apparatus access obstructions (vehicles parked in fire lane) - 503.4
- Access to building openings & roofs - Section 504
- Address visible from street (6" letters) - 505.1
- Key box access & verification of necessary keys - Section 506
- Fire protection water supplies - Section 507
- Fire Prot./utility equipment access/identification - Section 509

**P F N/A Electrical Equipment & Wiring Hazards**

- Electrical wiring to NFPA 70, current edition - Section 605
- Proper illumination of elect., boiler, mechanical rooms, etc.- 605.2
- Working space & clearance of electrical service equip. - 605.3
- Proper identification & labeling of doors - 605.3.1
- Proper use of extension cords - 605.5
- Unapproved condition (missing covers, switches, outlets, etc) - 605.6

**P F N/A Fire Resistance & Rated Construction**

- Penetrations sealed in floors, walls & ceilings (missing tiles) - 703.1
- Hold open and closer devices (door holders, dampers, etc.) - 703.2.2
- Door operations - 703.2.3

**P F N/A Access Gates & Doors**

- Key switches, padlocks, lock boxes installed for release - 503.6
- Remote key & secondary releases installed & working - 503.6
- Pedestrian gate release installed & working - 1008.2

**P F N/A Fire Protection**

- Fire alarm system maint. in operative condition (current tag) - 907.8
- Access control drops out upon alarm or power loss - 907.8
- Offsite monitoring service of systems (current tag) - 907.6.5
- Sprinkler system maint. in operative condition (current tag) - 901.6
- Extinguishers maint. in operative condition (current tag) - 906.2.1
- Extinguisher 2A-10B:C installed hall/breezeway within 75' - 906.3
- Extinguisher 1A-10B:C installed in each apartment unit - 906.3
- Extinguishers unobstructed & unobscured - 906.6
- Extinguisher hangers, brackets & cabinets - 906.6
- Access to fire department connections - 912.3
- Locking FDC connection caps - 912.3.1
- Clear space around FDC connections - 912.3.2

**P F N/A Means of Egress**

- Means of egress obstructed (reduced or blocked) - 1003.6
- Emergency lighting - Section 1006
- Door swing direction - 1008.1.2
- Door opening force - 1008.1.3
- Door locks & latches - 1008.1.9.3
- Access controlled egress doors - 1008.1.9.8
- Panic & fire exit hardware maintenance - 1008.1.10.1
- Exit Signs - Section 1011

**P F N/A Other**

- Discontinuing operation of unsafe appliances - 603.1
- Elevator operation, service, signs & keys - Section 607
- Backflow prevention devices comply with IPC & - 903.3.5
- Emergency 911 phone by the pool

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspector's Name: \_\_\_\_\_

Responsible Person: \_\_\_\_\_