

SELF-INSPECTION CHECKLIST

Answer each of the following questions. If any answer is "no", corrective action may be necessary.

PART 1 – EXITS

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|-----|--|-----|----|
| 1.1 | Are all exits (doorways, hallways, stairways, etc.) kept free from storage that could hinder escape or cause a fire to spread rapidly? ¹ | YES | NO |
| 1.2 | Are all doors in the path of exit travel openable without the use of a key or special knowledge or effort? ² | YES | NO |
| 1.3 | Can bedroom windows be opened, and are they kept clear of furniture, air conditioners and other obstructions that could impede their use in an emergency? Will the windows stay open on their own? | YES | NO |
| 1.4 | Are all stairs, steps and landings in safe & sound condition, and are handrails provided and maintained? ³ | YES | NO |
| 1.5 | Are EXIT signs posted so that the path of exit is readily visible from all areas of the building? Are the exit signs illuminated or UL-listed self-luminous? | YES | NO |
| 1.6 | Is emergency lighting provided so that the path of exit will be illuminated in the event of power failure? | YES | NO |

PART 2 – ELECTRICAL

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|-----|---|-----|----|
| 2.1 | Is the building free from the use of extension cords? | YES | NO |
| 2.2 | Are all outlets, switches, junction boxes, panel boxes and similar equipment provided with proper covers? | YES | NO |

¹ In public areas, aisles must be at least 36" wide where there is storage on one side; 44" wide where storage is on both sides. In non-public areas, aisles must be at least 28" wide.

² In general, only one (1) unlocking action is allowed. There are further restrictions in certain occupancies such as public assembly and high-hazard uses.

³ Handrails are required on all stairs of four (4) or more risers.

- 2.3 Are all electrical wiring splices contained in a proper junction box?
YES NO
- 2.4 Are all electrical fixtures, wiring and devices maintained in good condition and free from hazardous defects (such as bare incandescent light bulbs, frayed wires, etc.)?
YES NO
- 2.5 Do bathrooms have at least one (1) electrical outlet? Do other habitable rooms have at least two (2) electrical outlets?⁴
YES NO
- 2.6 Are the circuits in the fuse or breaker box labeled? Are they the proper size for the circuit?⁵
YES NO

PART 3 – PLUMBING

- 3.1 Are plumbing systems kept free of leaks, clogs, and other defects?
YES NO
- 3.2 If there is a septic system, is it functioning properly and free of obvious defects?
YES NO
- 3.3 If there is a well, does it have a substantial cover that cannot be easily removed?
YES NO
- 3.4 Is hot and cold running water supplied to kitchen and bathroom fixtures?
YES NO
- 3.5 Does the water heater have a temperature & pressure relief valve? Is the valve provided with a discharge pipe extending to within 6 inches of the floor?⁶
YES NO

PART 4 – HEATING

- 4.1 Is there an approved method of providing heat? SPECIAL NOTE: The use of portable kerosene heaters is strictly prohibited in multiple dwellings, assembly occupancies, and most other uses except 1- and 2-family dwellings. Unvented gas-fired heaters are prohibited as the sole heat source. Both types of heaters are not allowed in bedrooms.
YES NO

⁴ Bathroom outlets and other outlets in damp / wet locations (such as kitchen countertops) should be GFCI protected

⁵ Fuses and most circuit breakers are only allowed to protect one (1) circuit each.

⁶ The discharge pipe must be the same diameter as the relief valve orifice (usually 3/4")

4.2 Are all woodstoves and similar equipment properly installed?⁷
YES NO

4.3 Are all flues and chimneys maintained in safe & sound condition?
YES NO

PART 5 – HAZARDOUS MATERIALS

5.1 Are flammable materials, such as gasoline, kerosene, etc. stored away from sources of ignition? Are quantities of such liquids greater than 10 gallons stored in a properly constructed (i.e. UL listed) flammable liquids cabinet?
YES NO

5.2 Are all basement areas free of Class I flammable liquids (such as gasoline)?
YES NO

5.3 Are all non-sprinklered basement areas free of Class II and IIIA liquids (such as diesel fuel or kerosene)?
YES NO

NOTE: *Class IIIB liquids (such as cooking oils) are permitted in basements.*

5.4 Is all propane stored outside of the building and away from sources of ignition?
YES NO

5.5 Are all fuel tanks level, on non-combustible supports, in good condition (not leaking), and away from sources of ignition?
YES NO

5.6 Are all storage tanks and containers, and storage areas for hazardous materials identified in an approved manner?⁸
YES NO

5.7 Are individual containers, cartons or packages for hazardous materials labeled in an approved manner?⁹
YES NO

5.8 Are Material Safety Data Sheets (MSDS) readily available on the premises, for hazardous substances stored or used in the facility?
YES NO

⁷ Check the appliance's installation instructions or data plate. If none, NFPA standard no. 211 will be used.

⁸ Using NFPA 704

⁹ Using NFPA 704, HMIS, or DOT labels

5.9 Are incompatible materials (i.e. flammables and oxidizers) separated from one another in an approved manner?

YES NO

PART 6 – SANITATION

6.1 Are there adequate facilities for the storage of trash?

YES NO

6.2 Is the property free from accumulations of junk and rubbish (both interior and exterior)?

YES NO

PART 7 – MOTOR VEHICLES

7.1 Is there not more than one (1) unlicensed vehicle located on the property?

YES NO

7.2 Are vehicles maintained so that they are in operable condition?

YES NO

PART 8 – GENERAL MAINTENANCE

8.1 Are yard areas kept free of weeds in excess of ten (10) inches high?

YES NO

8.2 If gutters and downspouts are provided, are they maintained in good condition?

YES NO

8.3 Are surfaces free of substantially deteriorated paint (chipping, peeling, flaking or abraded paint- interior and exterior)?

YES NO

8.4 Are windows maintained in weather tight condition and free of broken or cracked glass?

YES NO

8.5 Is the roof maintained in water tight condition?

YES NO

PART 9 – FIRE PROTECTION EQUIPMENT

9.1 Are smoke detectors provided in each bedroom, outside bedrooms, and on every floor level, including the basement?¹⁰

YES NO

¹⁰ Smoke alarms over 10 years old must be replaced

- | | | | |
|------|--|-----|----|
| 9.2 | Do all smoke detectors have working batteries installed? | YES | NO |
| 9.3 | Are fire extinguishers provided? NOTE: They should be the ABC type. ¹¹ | YES | NO |
| 9.4 | Are all fire extinguishers in good working order, maintained through annual inspection, and properly mounted in place? NOTE: Check the pressure gauge! | YES | NO |
| 9.5 | If a fire sprinkler system is installed, has it been properly maintained, tested and inspected? ¹² | YES | NO |
| 9.6 | If a fire alarm system (other than basic household smoke alarms) is installed, has it been properly maintained, tested and inspected? ¹³ | YES | NO |
| 9.7 | If fire hose stations are installed, has the hose been tested and serviced within the past three (3) years? | YES | NO |
| 9.8 | If a kitchen hood extinguishing system is installed, has it been serviced within the past six (6) months? | YES | NO |
| 9.9 | If yard hydrants (private fire hydrants) are installed, have they been inspected and tested within the last year? | YES | NO |
| 9.10 | If a fire pump is installed, has it been operated weekly, and flow tested annually? | YES | NO |
| 9.11 | In commercial kitchens, is a K-type fire extinguisher installed? | YES | NO |
| 9.12 | Have fire doors been properly maintained (including testing of sliding doors and fire shutters)? | YES | NO |

¹¹ Disposable fire extinguishers over 12 years old must be replaced

¹² Systems must be visually inspected *annually*; alarm devices must be inspected and tested *quarterly*

¹³ Fire alarm systems must be inspected and tested *annually*

PART 10 – FIRE SAFETY PLANS

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|------|---|-----|----|
| 10.1 | Does your building have a fire safety plan? | YES | NO |
| 10.2 | Is the fire safety plan posted / available to occupants? | YES | NO |
| 10.3 | Have employees received fire safety training? | YES | NO |
| 10.4 | Is the building address number conspicuously posted in min. 4” high numerals? | YES | NO |

PART 11 – SPECIAL AREAS

- | | | | |
|------|---|-----|----|
| 11.1 | Are all combustible materials removed from boiler rooms, furnace rooms, electrical rooms, and mechanical equipment rooms (i.e. elevator rooms)? | YES | NO |
| 11.2 | Are electrical panels provided with a clear working space of 30”x36’x78”? | YES | NO |
| 11.3 | Are electrical equipment rooms labeled “ELECTRICAL ROOM”? | YES | NO |
| 11.4 | If there is an area of public assembly, is the maximum authorized occupant load posted conspicuously? | YES | NO |
| 11.5 | Are all waste storage containers larger than 1.5 cubic yards kept outside of buildings? ¹⁴ | YES | NO |
| 11.6 | Are barbecue grills removed from combustible balconies or within 10 feet of combustible construction? ¹⁵ | YES | NO |
| 11.7 | In compressed gas storage areas, have all cylinders been secured to prevent tip-over, and are protective caps in place? | YES | NO |

¹⁴ Except dumpsters in areas protected by fire sprinkler systems

¹⁵ Except where protected by fire sprinkler systems

- 11.8 Is fueled equipment such as mopeds, lawnmowers, etc. kept only in a garage or storage shed?
- YES NO
- 11.9 Has combustible storage been removed from under stairways?¹⁶
- YES NO
- 11.9 Is outdoor combustible storage at least 10 feet from property lines?
- YES NO
- 11.10 Where permitted, are tire piles kept under 10 feet in height and located at least 50 feet from lot lines and buildings?
- YES NO

PART 12 – SECURITY

- 12.1 Are locks provided for entry doors to dwelling units, rooming units and guest rooms, and do they operate properly?
- YES NO
- 12.2 Are vacant buildings and tenant spaces secured against unauthorized access?
- YES NO
- 12.3 Are hazardous materials storage areas secured against tampering and unauthorized access?
- YES NO

PART 13 – CARBON MONOXIDE ALARMS

- 13.1 Is there at least one (1) UL-approved carbon monoxide alarm installed and working in each dwelling unit (in a central location on the lowest floor level containing a sleeping space)?¹⁷
- YES NO

If you have any questions regarding any of the above items, please feel free to contact the Code Enforcement Officer or Fire Department.

¹⁶ Unless protected by fire sprinklers or protected by 1-hour fire rated construction

¹⁷ *EXCEPTION:* Dwelling units that contain no fuel-burning equipment and no attached garage.

