

APARTMENT - CHECK LIST

(Uniform Fire Code, Group R, Division 1)

April 1, 2024

The first part of this inspection check list is for the exterior of all buildings and grounds, inside offices, club houses, common laundries, maintenance/storage areas, and boiler/mechanical rooms. The second part is a limited inspection check list for a sampling of individual apartment units.

COMMON AREAS: Inspect all buildings. Enter all individual buildings on the Inspection Report form.

LIST AS "*CORRECTIONS REQUIRED*" ON INSPECTION REPORT FORM IF FAILS

1. The emergency number for FIRE, POLICE or AMBULANCE is 911. The number for monitoring alarm companies to use is (512) 864-8282.
2. The complex address should be visible from the street. Individual buildings and apartment units in a complex will be identified by easily visible numbers or letters.
3. The exterior near structures should be free of trash; tall dry weeds, grass or brush; lumber; boxes; and any other combustibles that could be a fire hazard.
4. Dumpsters shall be 10 feet away from combustible walls or roof overhangs. It is recommended that parking not be allowed within 10 feet of dumpsters.
5. Exterior electrical service disconnect breakers for individual apartment units shall be readily accessible and clearly marked or labeled to identify each individual unit.
6. The owner shall designate approved parking areas for residents or guests. If fire lanes are required by the Fire Marshal, they will be marked with 8-inch wide, red painted curbs and posted, "FIRE LANE - TOW AWAY ZONE" in 3-inch white block letters at least every 30 feet. The owner shall keep fire lanes marked.
7. The owner or manager is expected to enforce parking rules on private property by any means available including having vehicles towed at the expense of the vehicle owner.
8. The owner shall maintain hydrants on private property, including annual servicing and testing. The owner shall keep written records.
9. Hydrants on private property shall be fully visible, accessible and have a three-foot clear space all around. Hydrants will be painted metallic silver to enhance their visibility. The center of the large cap shall be at least 16 inches above ground level.
10. Confirm that the *Emergency Procedures and Fire Safety Rules For Occupants*, provided by the Fire Marshal, has been given to and signed by the lessee of each apartment unit.
11. If EXIT signs are installed, they must be continuously illuminated.
12. If exit egress way emergency lights are installed, they must be operational.

13. There should be no holes or gaps in wall and ceiling covering material that could allow fire spread.
14. Any door marked as an EXIT shall be operable from the inside without the use of a key, special knowledge or effort. All latching devices shall be of an approved type. Exit doors must not be blocked in any manner on the inside or outside.
15. Exit access ways are clear of obstructions.
16. Gas appliances and heaters will have all normal panels or doors in place. There should be no storage inside cabinets or closets enclosing gas appliances.
17. Combustible materials of any type are not to be stored or added inside boiler rooms, mechanical rooms or electrical equipment rooms.
18. Electrical panels or main controls will be accessible and have a 30-inch clear area in front. Electrical devices, switches and wall outlets shall have cover plates in place.
19. Inspect electrical cords plugged into outlets for sound condition. Extension cords are for temporary and occasional use only. Electrical cords should not run under floor covering or over nails, hooks, metal edges, through walls, ceilings, or partitions etc. They should not be where they will be stepped on.
20. In a resident occupied building, the storage of flammable liquids used for maintenance will be in a code approved cabinet and in approved containers. In non-residential buildings, storage of up to five gallons in approved containers only is OK.
21. Fueled portable equipment (lawn care equipment, vehicles, etc.) may not be stored or repaired in any building not intended for such use.
22. Portable propane cylinders larger than approximately 1¼ pound capacity (about 3" X 12" hand-held torch type) used for maintenance will not be stored (or used) in buildings.
23. The required dry chemical fire extinguisher for common areas is a UL rating of at least 2-A:10-B:C (or higher numbers, i.e., 3-A:20-B:C). These should be mounted near exits at chest height, but not over 60" high, or 48" if ADA rules apply.
24. Check that the extinguisher pressure is in the normal zone, and that the brake-away tie securing the safety pin is intact.
25. The annual extinguisher servicing by a State licensed inspector is recorded on an attached service tag; unless owner can prove that extinguishers are not over one year old.
26. Communal laundry rooms are clean and free of lint build-up.
27. Pool chemicals (up to 110 lbs of Calcium Hypochlorite) and Muriatic Acid (up to 4 gal.) are allowed if stored apart from each other by five feet or more (or separated by an approved fire proof divider), and not stored in a resident occupied building.

28. If required, attic draft stops are in place and their integrity has not been compromised. Gaps or holes of more than 1/4 inch are not allowed.
This is only required if the building is over 3000 square feet.
(Refer to Draft Stop Guidelines)
29. If the building(s) have a Fire Alarm System or a Sprinkler System refer to and make use of the appropriate System Check Lists.

INDIVIDUAL APARTMENT UNITS

Select a random sampling of unoccupied individual apartment units to inspect. Always have at least two inspectors and one apartment employee when entering apartments. Stay together in the same room, do not separate.

1. Make a general inspection looking for holes in walls or ceilings, improper use of extension cords, overloaded circuits, combustibles too close to heat sources, etc.
2. There should be no storage in closets or cabinets enclosing gas appliances such as gas HVAC heaters or gas water heaters.
3. If a clothes dryer is present, it should be free of accumulated lint.
4. Check stove top and ovens for unsafe grease build-up
5. Test all smoke detectors.
6. The minimum type and size of dry chemical fire extinguisher in apartment units is a UL listing of at least 1-A:10-B:C. These will be mounted in approved hold-down brackets that secure the extinguisher in place: 1) on the inside of the undersink cabinet door that is nearest to the kitchen exit, or 2) on the wall near the kitchen exit. Any other mounting location must be approved by the Chief or Fire Marshal. Extinguishers are not to be placed loose inside cabinets, on shelves or cabinet tops.
7. Check that the extinguisher pressure is in the normal zone and that the brake-away tie securing the safety pin is intact.
8. The required annual extinguisher servicing by a State licensed inspector is recorded on an attached service tag unless owner can prove they are not over one year old.
9. In addition to a normal door, each sleeping room will have an emergency escape or rescue window that is easy to open from the inside without the use of a key or tool. These will be free of any obstruction, including bars, grates or similar devices that would inhibit egress.
10. Hazardous materials (and their containers, even if empty) are prohibited in apartment buildings or on balconies or porches. This includes, but is not limited to, flammable liquids (such as gasoline, paint thinner or ether), flammable gases (such as acetylene, LP-gas or propane), explosives, corrosives or acids, and oxidizers.
11. Barbecue grills, hibachis, smokers or cookers, of any kind, intended for outdoor use are not to be used or stored in apartments or on apartment balconies or porches.