



# Polk County Fire District No. 1

## Apartment Fire & Life Safety

### Property Manager Inspection Checklist

Use this checklist to help identify possible deficiencies on your property.  
 Performed by Apartment Manager and keep for your records.

Building Number \_\_\_\_\_ Annual  Semi-Annual

<b>Building Interior and Common Areas:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Hallways and corridors clear and unobstructed			
Emergency lighting present and working			
Exit signage present and working			
Doors open from the inside without the use of key, no deadbolts have been installed on the exit doors			
Self-closing doors close and latch properly			
Stairways in good repair (tread and handrails)			
Electrical outlets and connection are in good condition			
Interior finish (sheetrock, ceiling in good condition)			
Attic fire walls and draft stops free from holes and damage			
<b>Building Exterior:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Natural gas meters are protected from vehicle impact			
Chimney Cap in place			
Combustible storage removed (trash)			
Stairways in good repair (tread and handrails)			
Exits and exit pathways unobstructed			
Emergency lighting present and working			
Fire extinguishers are placed throughout the complex on each level (every 75 feet)			
No storage under stairways			
Knox box contains current keys			
Electrical outlets are in good condition			
Ground cover & bark dust free from cigarettes & away from the building			
Lint traps/vents free from excessive lint build-up and bird nests			
<b>Water Supply:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Hydrants unobstructed (clear 3 feet around)			
If fire hydrants are on private property, annual service was completed			
<b>If a Fire Sprinkler System is present:</b>			
• Fire Department Connection (FDC) visible/accessible			
• FDC caps are present (if missing maintenance required)			
<b>Fire Department Access:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Driveways - clear and unobstructed (20 feet minimum)			
Overhanging tree branches (to 13 feet 6 inches)			
Fire lanes are marked and enforced (No Parking Fire Lane)			
Address and building numbers clearly identified			

<b>Fire Protection Features:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Fire extinguishers serviced annually			
Fire extinguishers visible and accessible			
Fire alarm system tested annually (provide documentation)			
If local fire alarm - manual pull station labeled "Local Alarm Only Call 9-1-1"			
Smoke/heat Detectors and devices are free from paint, damage, etc.			
Fire alarm circuit is identified and locked in the "on" position			
Sprinklers stem tested annually (provide documentation)			
Sprinkler riser is clear and unobstructed			
<b>Accessory Uses:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Laundry areas free from lint build-up			
Laundry areas equipped with (2A:10BC) fire extinguisher			
Pool chemicals stored in original containers			
Maintenance areas have flammable liquids and chemicals stored in original containers			
Boiler, furnace, and mechanical rooms have one-hour construction, self-closing doors, outside ventilation, and are free from combustible storage			

### **Smoke Alarm and Carbon Monoxide Requirements:**

- **JANUARY 1, 2002-** Apartments and other rented properties must supply, test and provide written instructions on maintenance of the smoke alarm(s) prior to each tenant taking possession of the premises. (Maintenance and battery replacement is the responsibility of the tenant).
- **APRIL 1, 2011** - Landlords must provide properly functioning carbon monoxide alarms for all rental dwelling units with or within a structure containing a carbon monoxide source.

Performed By: \_\_\_\_\_ Date: \_\_\_\_\_