

# Fire Safety Checklist

(provide completed form annually with license renewal)

Owner / Establishment Name \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

1. Is fire number/address sign visible from roadway? YES NO
2. Is smoking allowed inside of unit? YES NO
3. Number of sleeping areas / bedrooms in unit \_\_\_\_\_
4. All bedroom doors have an operable latch? YES NO
5. Confirmation of required functional smoke detectors:
  - One (1) provided in each bedroom(s) or sleeping area. YES NO
  - One (1) provided outside of a bedroom(s) or sleeping area and within twenty-one (21) feet of all bedroom(s) in the direction of egress. YES NO
  - one minimum per floor provided? YES NO
  - Total number of smoke detectors provided? \_\_\_\_\_
6. Confirmation of required functional carbon monoxide detectors:
  - one (1) provided per floor if a fuel burning appliance or attached garage is present? YES NO
  - Total number of CO detectors provided? \_\_\_\_\_
7. Are all alarms maintained and tested monthly by Owner/Operator? YES NO
8. Alarm(s) power source (circle one) 110v - Battery - Combination  
\*Note: 110v powered alarms often have a battery backup.
9. Alarm(s) battery replacement provided on a regular schedule? YES NO
10. Are all doors and windows used for emergency egress accessible and operational? YES NO
11. Two means of exit provided from any room used for sleeping purposes? YES NO
12. All windows used as a means of egress shall:
  - provide a minimum clear opening of 20" x 24". In compliance? YES NO
  - clear opening shall be a maximum of 60" above finished floor. In compliance? YES NO
  - If a egress window opening is greater than 46" AFF, a permanent platform shall be installed directly below with min. dims of 20" x 9". In compliance? YES NO
13. Is the minimum of one (1) UL rated 2A:10B:C fire extinguisher provided within the unit? YES NO
14. Are all fire extinguisher locations readily visible or directional signage provided? YES NO
15. Total number of fire extinguishers provided. \_\_\_\_\_

16. Are all fire extinguishers maintained (inspection tag current) on an annual basis? YES NO

17. No dwelling unit shall have a hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking, heating, or any other purpose on any balcony, deck or under any overhanging structure or within ten (10) feet of any structure. In compliance? YES NO

18. No dwelling unit shall have an accessible wood or solid fuel burning stove or fireplace unless the operator provides an annual "cleaning and inspection" certificate by a certified chimney sweep professional. Applicable? YES NO  
Cleaning and Inspection report provided? YES NO

Form completed by (printed name) \_\_\_\_\_

Signature \_\_\_\_\_ Dated \_\_\_\_\_