



## *APARTMENT OWNER PRE-INSPECTION CHECKLIST*

<b>OK</b>	<b>NO</b>	<b>Fire Department Access</b>
		Driveways (fire lanes) unobstructed.
		Fire lane markings or signs in good condition and enforced.
		Address numbers visible for emergency response.
		Building letter designation visible from all potential fire lane approaches.
		Fire Department Knox box in place when required and keys are current.

<b>OK</b>	<b>NO</b>	<b>Building Exterior</b>
		Natural gas meters are protected from vehicle impact.
		Chimney spark arrestors are in place (if applicable).
		Combustible storage is clear of the structure and not under exit stairs.
		Stairways in good repair.
		Exits and exit paths are unobstructed.
		Emergency lighting present and working.
		Avoid bark dust next to combustible exterior walls.
		Ground cover is clear of discarded cigarettes.
		Provisions for safe cigarette disposal are provided.
		Dryer lint traps and vents are clear of lint build-up.
		Electrical outlets and electrical connections are in good condition.
		Doors to fire alarm panel or sprinkler risers are labeled.

<b>OK</b>	<b>NO</b>	<b>Building interior &amp; Common Areas</b>
		Hallways and corridors are clear and unobstructed.
		Emergency lighting present and working.
		Exit signs present and functional.
		Exit doors open from the inside without the use of key, special knowledge or effort.
		Self-closing doors close completely and latch (not propped open).
		Stairways in good repair (treads and handrails)
		Electrical outlets and electrical connections are in good condition.
		Interior finishes (Sheetrock, floors, ceiling) are in good condition.
		Minimum of one size 2A:10Bc or larger portable fire extinguisher mounted within 75 feet of travel from anywhere on the same floor.
		Attic area components free from breaches.



OK NO Accessory Uses	
	Laundry rooms, lint traps and vents free from lint build-up
	Minimum of one size 2A:10Bc or larger portable fire extinguisher mounted within 75 feet of travel from anywhere on the same floor.
	Storage area interior finish (Sheetrock, floors, ceiling) are in good condition.
	Pool chemicals are stored only in original containers.
	Storage of chemicals and flammable combustible liquids in compliance with the fire code.
	Boiler, furnace and mechanical rooms free from combustible storage.
	Community rooms have unobstructed exits, exit signs, posted occupant load (if greater than 49).
	Use of extension cords limited to one portable appliance per cord and plugged directly into an electrical outlet.
	Electrical cords are not allowed to pass through doorways, walls, ceilings, floors or be subject to physical damage.

OK NO Fire Protection Water	
	Fire hydrants unobstructed with a minimum of 3 feet clear space around each.
	Fire Department Connections (FDC) visibly and physically unobstructed.
	FDC caps in place (if missing maintenance is required).

OK NO Fire Protection Features	
	Fire extinguishers served and equipped with an annual inspection tag from a qualified company.
	Fire protection features that are in need of repair are corrected immediately.
	Fire extinguishers are visible and accessible.
	Fire alarm system tested annually (provide test report).
	Fire sprinkler system tested annually (provide report).
	Dedicated sprinkler monitoring system tested annually (provide report if not included in an annual fire alarm report).
	Access to fire alarm panel and sprinkler riser is clear and unobstructed.



<b>OK NO Alarm devices</b>	
<input type="checkbox"/>	Test and update batteries of smoke alarms at the time of vacancy.
<input type="checkbox"/>	Ensure adequate placement and operation of smoke alarms prior to leasing.
<input type="checkbox"/>	Instruct new occupants on the purpose, operations and maintenance of smoke detection devices.
<input type="checkbox"/>	Inform new occupants on the renter requirements of WAC 212-10-050 to inspect and maintain smoke alarms.
<input type="checkbox"/>	Carbon monoxide alarms installed where required.

Courtesy of the Vancouver Fire Marshal – Vancouver Fire Department