



BEMIDJI FIRE DEPARTMENT

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APARTMENT FIRE SAFETY SELF-INSPECTION CHECKLIST

The following list is some of the items that fire inspectors will be verifying compliance with during your inspection. Not all items are inclusive of your particular structure, depending on requirements. Please have all items reviewed prior to scheduled inspection and have annual systems paperwork available for the fire inspector upon request.

A fire inspector will be contacting you in the coming weeks to schedule an annual inspection with a building representative in attendance.

EXTERIOR:

- Fire Lanes marked/unobstructed
- Address visible from the street?
- F.D. connections visible/maintained
- Gas meter/piping protected against impact/accessible
- Dumpsters are outside and 5 ft. or more from combustible walls, openings or combustible roof eave lines.
- Absence of BBQ grills on balconies

EXIT FEATURES/MEANS OF EGRESS:

- Exits, aisles, & corridors free of obstructions
- Exit doors open from inside without the use of key or any special knowledge
- Exit signs present, internally illuminated and have been tested
- Emergency lighting present, operational and have been tested
- Exit corridors/stairways protected

CONSTRUCTION FEATURES:

- Fire rated construction present/maintained

STORAGE:

- Storage neat and orderly
- Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms
- No combustibles storage beneath unprotected stairways
- Storage maintained [2' below ceiling un-sprinklered, 18" sprinklered]

FLAMMABLE/COMBUSTIBLE LIQUIDS:

- Safety containers if flammable liquids present, quantities >10 gals in cabinet
- No flammable liquid storage in basements unless sprinklered

FIRE EXTINGUISHERS:

- Present, readily accessible and mounted
- Tested/inspected at least annually with current tags

SPRINKLER SYSTEM (if applicable):

- Controls are readily accessible
- Valves locked, secured or supervised
- Riser/pump rooms labeled
- Tested/inspected at least annually – provide a copy of the paperwork

FIRE ALARM & DETECTION SYSTEMS (if applicable):

- Control panel/annunciator panel in normal condition [no trouble or alarm conditions]
- Single station smoke detectors present in each apartment
- Fire alarm panel room labeled
- Tested/inspected at least annually – provide a copy of the paperwork

ELECTRICAL:

- No electrical hazards/open wiring, appliances/fixtures in good condition
- Multi-plug adapters per NFPA 70 if used, power strips properly used
- Extension cords not substituted for fixed wiring
- Access/clearance to electrical panels
- Electrical Rooms labeled

Please feel free to call the Fire Department with any questions at 751-8001