



FIVE CITIES FIRE AUTHORITY

Fire and Life Safety Pre-Inspection Checklist Multi-Dwelling Property

This document is not a self-inspection, it identifies the fire and life safety responsibility of the property owner or manager of the building(s). This document is to be filled out by the property owner or manager. Please review and confirm all the requirements listed below are met. A Five Cities Fire Authority representative will only inspect the exterior of the property for compliance.

Please complete and sign this Checklist and return to the FCFA when returning the invoice and payment.

Building Complex Name and Address		Date:
Property Management Name		Phone Number:
Property Management Address		Email Address:
Property Owner Name		Phone Number:
Property Owner Address		Email Address:
Number of Floors in Complex	Number of Units in Complex	

Please review all of the following questions in **Section 1**, and provide your signature in the right column.

Section 1: If your building or structure has any of the following items that are listed below, please provide a signature to the right of the item, confirming you are able to provide the required documentation upon request by a Fire Authority Representative.	
The annual test records of the fire alarm system are up-to-date and available for review by a Fire Authority representative upon request.	Signature:
The automatic fire sprinkler system has been tested and serviced as required by the California Fire Code and records are up-to-date and available for review by a Fire Authority representative upon request.	Signature:
Smoke detectors are required on each floor within each unit and these detectors are to be located at the access to each bedroom. The smoke detectors require service every six months. Smoke detector logs are up-to-date and available for review by a Fire Authority Representative.	Signature:
Carbon monoxide detectors are required on each floor within each unit and these detectors are to be located at the access to each bedroom. The carbon monoxide detectors require service every six months. Carbon Monoxide detector logs are up-to-date and available for review by a Fire Authority representative upon request.	Signature:
This facility has a Knox Box at the main entrance and contains the current keys for entering the facility during emergency incidents. <i>(to access the Knox Box, please contact the Fire Authority)</i>	Signature:

Please review all of the following questions in **Section 2**, and provide a **Yes** or **No** answer in the right column.

Section 2:	Yes	No
Are the address numbers clearly visible from the street or roadway frontage of the property? The address numbers need to be in contrasting color from the background, in a 1" stroke and 4" height minimum.		
Are all EXIT signs in working order and indicating pathways toward safe egress?		

OVER

Are all pathways to the exterior of the building or structure clear of obstructions, maintained at a minimum of 36" in width, and provide a path to safe egress?		
Are all pathways to the exterior of the building or structure clear of obstructions, maintained at a minimum of 36" in width, and provide a path to safe egress?		
If the building(s) have emergency lighting, have you tested them and confirmed they all work properly?		
Are all laundry rooms, washers and dryers free of dust and lint built-up, both inside and outside of the machines and laundry room facilities?		
Are all vents of heat-producing appliances (heaters, clothes dryers, ect.) in good repair and functioning properly?		
Have you repaired any holes in walls or ceilings? These openings may allow fire into hidden places.		
Are all stored materials stacked at least 24" below the ceiling?		
If your building or structure has automatic fire sprinklers, are all stored materials stacked at least 18" below the bottom of the fire sprinkler head(s)?		
Has all storage located within rooms such as hot water heater closets, furnace rooms, been removed, and the rooms been kept clear of all debris?		
If flammable or combustible liquid are stored in the interior of the building or structure, the total amount of the flammable or combustible liquid shall be five gallons or less, and maintained in a State of California approved flammable or combustible liquid safety can. Are these storage areas free of open flames and other heating devices?		
Are your hot water heaters properly restrained and secured for seismic purposes?		
Do all gas appliances have accessible individual gas shut off valves?		
Is there at least 30" x 78" of clearance around your electrical panels?		
Are all circuit breakers labeled and show which units they control?		
Are all circuit breakers free of tape or any other obstructions that may prevent them from working properly and labeled with the correct unit numbers?		
Are all blanks slots within the circuit breaker panel covered properly to avoid the potential of shock?		
Do all electrical outlets, switches and junction boxes have cover plates?		
Are all electrical cords for appliances plugged directly into the wall outlet and are in good repair? (<i>Cords must not go under carpets, through walls or across pathways</i>)		
Are all temporary extension cords removed?		
Have all fire extinguishers been serviced within the last year and is it in a visible and accessible location mounted on a wall in plain sight, and the top of the fire extinguisher no higher than 5" from the floor surface?		
Are the fire extinguisher classification 2A:10B:C or higher, and is there at least one fire extinguisher properly available within 75' of travel distance from all exterior areas on each floor?		
Are all sides of the building or structure free from weeds, trash, debris or other combustible storage?		
Are trash enclosure/dumpster area(s) at least 5" away from combustible walls, windows and building overhangs?		
Are all gas meters properly labeled with the unit number and which meter they serve?		
Are fire lanes unobstructed and properly marked with a red curb or red stripe, white letters on the red indicating "No Parking – Fire Lane?"		
Do the fire lanes have proper signage (18" tall and 12" wide, red letter on white reflective background) posted along the fire lane on one or both sides, every 15' to 20'? Fire lanes 27' or less in width shall have signage and red striping on both sides.		
Are carports clear of all debris and dismantled/disabled vehicles?		
The information provided above is true to my knowledge.		
Print Full Name:	Signature:	Date: