



# INSPECTION CHECKLIST FOR PROPERTY MANAGERS

## TOP TEN INSPECTION ITEMS

### 1. Annual Fire Alarm Inspection, Testing and Maintenance

Fire alarm systems can provide early detection of a problem and notify occupants of danger. Each fire alarm system is required to be tested annually by a licensed contractor. The test should include testing of all smoke detectors, heat detectors, duct detectors, pull stations, speakers, strobes, horns, bells, tamper switches and waterflow devices.

### 2. Fire Sprinkler Inspection, Testing and Maintenance

Sprinkler systems are designed to contain a fire and are your first line of defense should a fire occur. Sprinkler systems require testing and maintenance annually and every 5 years by a licensed Fire Sprinkler (C-16) contractor. Quarterly inspections are also required. All reports should be on State Fire Marshal AES forms and maintained onsite.

### 3. Fire Extinguishers

Fire extinguishers must be serviced annually by a licensed contractor.

### 4. Private Hydrant Inspection, Testing and Maintenance

Private hydrants which are painted white with a blue top must be inspected annually by a licensed Fire Sprinkler C-16 contractor and are required to be maintained by the property owner. All reports should be on State Fire Marshal AES forms and maintained on site.

### 5. Fire Lanes

Fire lanes provide adequate access for emergency vehicles and must be maintained. Fire Lanes shall be red with required signage.

### 6. Fire Doors

Doors are important in controlling heat and smoke during a fire allowing for safe passage to an exit. All parts of a fire rated door must be in good repair and function properly. Doors must self close and latch at all times. Doors cannot be propped open.

### 7. Addressing & Directories

Addresses, building numbers and directories should be maintained and visible at all times.

### 8. Emergency Lighting & Exit Signage

Emergency lighting and exit signage should work properly and proof of annual testing should be available onsite.

### 9. Identification of Fire Protection Equipment

Fire protection equipment such as Fire Department Connections (FDC) and Post Indicator Valves (PIV) should be labeled with the areas they serve. Doors leading to Fire Alarm Panel, Sprinkler controls and electrical rooms must also be labeled.

### 10. Access to Fire Protection Equipment

Fire hydrants, Fire Department Connections, Post Indicator Valves, Alarm Panels, should be accessible at all times.