



## Apartment Building Fire Safety Checklist

### Exterior of Building

- Approved exterior address identification visible from the street (minimum of 6 inches height, contrast with the background (in color)). (CFC 505)
- Address on building self- illuminated (minimum of 4 inches height). (CFC 505)
- Lockbox required for entry along with current keys for doors and entry gates. (CFC 506)
- Remove accumulation of waste material on exterior of building including combustible rubbish/vegetation. (CFC 304)
- Maintain good housekeeping. (CFC 304)
- Combustible materials should not be stored under stairs. (CFC 315 & 1031)
- Dumpsters and garbage cans must be at least 5 feet from building with lids closed at all times. (CFC 304)
- Gas meters and piping accessible for immediate shutdown and protected from damage by vehicles. (CFC 509)
- Gas meters shall be identified by corresponding apartment numbers. (CFC 509)
- Above ground and built-in swimming pools and spas equipped with safety covers. (Pool Safety Law)
- Fire lane should be 20 feet wide and maintained unobstructed. (CFC 503)
- The California Fire Code prohibits the use of charcoal or open flame cooking devices on balconies or within 10 feet of combustible construction unless the building and the balcony are protected by automatic sprinkler system. (CFC 308)
- Liquefied-petroleum-gas fueled cooking devices having gas container with a water capacity greater than 2.5 pounds shall not be located on combustible balconies or within 10 feet of combustible construction with or without an automatic sprinkler system. (CFC 308)
- Balconies should be kept clear of combustibles and storage so it can be used as an alternate exit. (CFC 1021)

- Provide signage for sprinkler riser rooms, electrical rooms, gas utility rooms and other fire protection systems. (CFC 509)

### **Interior of Building**

- Rubbish and linen chutes require self-closing doors with fire sprinklers. (CFC 704)
- Housekeeping in good condition. (CFC 304)
- In places of assembly, occupant load signs must be posted. (CFC 1004)
- Every apartment shall have working smoke and carbon monoxide alarm checked monthly by the resident. (CRC R314 & CFC 915)
- Smoke and carbon monoxide alarms in common areas should be checked monthly by the apartment management for proper operation. (CRC R314 & CFC 915)
- Smoke, carbon monoxide alarms and exit signs must be properly disposed of (Alameda County Recycling Hotline: Toll-free 1-877-stop-waste [www.stopwaste.org](http://www.stopwaste.org)).
- No combustible storage in electrical or boiler rooms. (CFC 315)
- Maintain 30 inches of clearance of combustibles to heat producing appliances. (CFC 315)
- Self-closing fire doors shall not be propped open, especially in laundry, utility rooms, and doors to stairwells. (CFC 703)
- Maintain good housekeeping in laundry rooms. Frequently remove lint from the lint compartment and combustibles from behind and around washer and dryers. (CFC 304)
- Inside clubhouse and recreational areas: All cooking areas, hood and ducts should be kept free of grease accumulation. (NFPA 1)
- Make sure fresh air returns for the heating and ventilation systems are kept clean and open to prevent carbon monoxide poisoning. (H&S Code Chapter 8)
- Never allow BBQ grills to be used indoors to prevent fire and carbon monoxide poisoning hazards. (H&S Code Chapter 8)
- Windows open easily so they could be used as an alternate exit in the event of fire. (CFC 1030)
- Candles or open flame shall be extinguished before sleeping or leaving the premise. (CFC 308)

### **Exiting Requirements (CFC Chapter 10)**

- Exit signs installed at each exit door and maintained.
- Means of egress, including the exit discharge, shall be illuminated at all times.
- Exit doors shall open from the inside without the use of the key.
- Panic hardware equipped on exit doors leading to the exterior.
- Exit doors, stairs and exit pathways unobstructed at all times.
- If occupant load is over 50, door must swing out, if over 100 they must only swing out.
- Dead-end corridors may not exceed 20 feet.
- Two exits required if occupant load exceeds 10 apartments and condominiums.
- Two exits required from second floor if occupant load exceeds 10.
- Two exits required from all basements and above the second floor.
- Maximum travel distance to exit is no more than 200 feet in non-sprinkled buildings or 250 feet in sprinkled buildings.
- Electrical access gates shall have fire department key switches and pull gate shall also use fire department pad locks if applicable.

### **Electrical Requirements (CFC 605)**

- Discontinue use of extension cords in lieu of permanent wiring (never allow tenants to run extension cords from one apartment to another, to supply power to an apartment without electricity).
- Cords shall not be affixed to or extended through walls, ceiling, floors, or under doors nor subject to physical damage.
- Maintain 30-inch clearance fronting and around electrical control panels.
- Electrical main and subpanels shall be labeled as to area served and not taped or wired in the on position.
- Cover plate required on all electrical outlets, switches and junction boxes.

- Never use an extension cord to supply a space heater.
- Space heaters should be unplugged when sleeping or leaving the premise.

#### **Fire Extinguisher Requirements (CFC 906)**

- One 2A-10 BC -5-pound dry chemical fire extinguisher shall be provided for every 3000 square feet with 75 feet maximum travel distance.
- Extinguishers shall be easily accessible, wall-mounted with a bottom height not less than 3 1/2 feet or top height more than 5 feet from the floor.
- Extinguisher shall be serviced annually, after use, and when gauge indicates recharge.
- All fire extinguishers must have a State Fire Marshal's identification tag with current service dates.

#### **Fire Protection Requirements-Maintain systems as follows:**

- Standpipes-every 5 years. (CFC 905)
- Sprinklers-every 5 years. (CFC 903)
- Pre-Engineered Fixed-semi-annually. (CFC 904)
- Storage shall be maintained at least 18 inches below sprinkler heads. (CFC 315)
- Storage shall be maintained at least 24 inches below the ceiling in non-sprinkled buildings. (CFC 315)
- Fire Department Connection (FDC) accessible, connection caps must be in place and work freely. (CFC 912)
- Post Indicator Valve (PIV) in the open position with wrench and locked with breakaway type lock. (CFC 903)
- All sprinkler valves shall be locked in the open position, accessible and unobstructed. (CFC 903)
- A sprinkler box with spare heads and wrench is required. (CFC 903)
- Fire sprinkler riser room identified/labeled. (CFC 509)
- Maintain fire hose and cabinets, accessible and unobstructed with a 3 foot clearance. (CFC 509)

### **Fire Detection and Alarm Systems**

- Fire alarm control panel room identified/labeled. (CFC 509)
- Supervised alarms required for 20 sprinkler heads or more. Existing buildings built prior to 2002 supervised alarms required for 100 sprinkler heads or more. (CFC 907)
- Fire protection or detection systems shall be extended altered or repaired as necessary to maintain protection. (CFC 907)
- Magnetic fire doors close upon activation of fire alarm system. (CFC 703)
- Fire alarm manual pull stations clear and unobstructed. (CFC 907)

### **Flammable Liquid Requirements**

- Storage and use of flammable liquids prohibited except in quantities not exceeding 10 gallons used solely for maintenance.
- No storage of Class 1A liquids in basement.

### **Pool Safety (Per Pool Safety Law)**

- It is recommended a telephone be near the pool with 911 posted for emergencies.
- Gates must be self-closing and self-latching.
- Post pool rules conspicuously and enforce them.
- All pools and spas must comply with the Virginia Graeme Baker Pool and Spa Safety Act.

Contact your Building and Health Departments for specific code requirements. Property owners/managers can implement more restrictive measures through their rental agreements. As owner/manager, you have the ability to significantly reduce safety hazards by being observant and by following up on concerns forward to you by tenants.

If you have any questions, please contact the Hayward Fire Department, Fire Prevention Office at (510) 583-4900.