

CITY OF LACONIA FIRE DEPARTMENT
MULTI-FAMILY SELF INSPECTION CHECKLIST

Fire Protection Systems

P	F	N	P - Pass/Present	F - Fail/Violation	N - Not Applicable
			Smoke detectors present and operational within the unit		
			Smoke detectors located within all common areas and sleeping areas		
			Carbon monoxide detectors location on each level of every unit and outside sleeping areas		
			Fire alarm tested within past 12-months - test report provided (where applicable)		
			Sprinkler system tested within the past 12-months - test report provided (where applicable)		
			Fire alarm and/or sprinkler system free of defects or impediments (where provided)		

Exits and Emergency Lighting

		Exit corridors and doors are properly illuminated, visible and unobstructed
		Two exits provided from each unit, exits may not pass through other lockable portions of the building
		A secondary means of escape is provided from all sleeping rooms and living spaces
		Windows are a minimum of 20" W x 24" H OR 5.7 sq. ft. clear opening, <44" above floor, <20' above ground
		Handrails and guards are provided for stairs and decks over 3' above grade
		Egress windows require no special knowledge and operate freely
		Emergency lighting and/or exit signage is provided and operational (where applicable)
		Travel distance to an exit access if not more than 75'
		Exit corridors provide a minimum of 30-minute fire barrier
		Doors in exit corridors are self-closing and latching
		Doors in exit corridors provide a minimum 20-minute fire barrier
		No transoms, door or wall louvers or transfer grills are present

Electrical

		Extension cords are not used in place of permanent wiring, sufficient outlets are provided
		There are no exposed wires and all junction points and electrical panels have proper covers
		Outlets within 6' of a water source protected by GFCI
		Clearance of 36" around electrical panels
		Electrical system is properly installed and all electrical control boxes properly marked

General Requirements

		Building and apartments marked for easy identification
		No excess storage of combustible materials noted in or around building or within 3' of the heating appliances
		No gas, charcoal or electric grills located on decks or within 10' of a combustible wall
		Hazardous areas: furnace rooms (serving >1 unit), shops, storage areas are separated by a fire barrier
		No unvented, fuel-fired heaters are present (gas appliances are exempt)
		Heating system is properly maintained and inspected
		Only proper alternative heat sources are used
		Smoking materials properly disposed of
		Fire extinguishers, where provided, inspected and tagged annually
		Walls and ceilings are free of substantial holes that reduce their function
		Residents are provided information of fire signals, evacuation procedures and practice evacuation drills

Comments

		Please review the full guidebook for more information on any section or contact the Laconia Fire Department at (603) 524-6881