

## Wallingford Fire Department

Office of the Fire Marshal

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### **Apartment Building Fire Safety Pre-Inspection Checklist**

The Connecticut Fire Safety Code defines all buildings consisting of 3 or more dwelling units and having certain construction features as Apartments. State statute requires local fire marshals to inspect all Apartment buildings annually. Many buildings commonly referred to as “condominiums” or “townhouses” fall within the above definition and statutory requirement.

The following checklist is designed to serve as a guide for property owners, property managers, and renters/tenants responsible for preparing for an inspection and ensuring code compliance in accordance with the Connecticut General Statutes (CGS) Chapter 541. This is only a guide.

There are also additional requirements beyond the scope of this guide including: the Connecticut State Fire Safety Code (CSFSC), the Connecticut State Fire Prevention Code (CSFSC), and various National Fire Protection Association codes (NFPA 10, 13, 25, 30, 54, 70 and 72).

#### **MEANS OF EGRESS**

- ☐ Exits are continuously maintained free of all obstructions (including snow and ice).
- ☐ Storage is not in exit access corridors or exit enclosures.
- ☐ Exits are continuously illuminated or have automatic control lighting.
- ☐ Doors into exit access corridors / exit enclosures are self-closing & self-latching.
- ☐ Doors into exit access corridors / exit enclosures meet required fire rating.
- ☐ Bedrooms have a secondary means of escape (acceptable window/door).

#### **EMERGENCY LIGHTING / EXIT SIGNS (where required)**

- ☐ Emergency lights work properly.
- ☐ Exit signs properly illuminate.
- ☐ Record of monthly and annual tests of emergency lights and exit signs.

#### **SMOKE ALARMS**

- ☐ At least 1 smoke alarm on every level including the basement and outside of the bedrooms.
- ☐ Smoke alarms are less than 10 years old.
- ☐ Smoke alarms meet building code requirements for AC/DC power and interconnectivity.
- ☐ Record of monthly tests of smoke alarms.
- ☐ Smoke alarm in each bedroom (where required).
- ☐ Carbon monoxide alarms on each level of each unit (strongly recommended).

#### **FIRE ALARM SYSTEM (where required)**

- ☐ System is ON with no trouble or alarms indicated.
- ☐ System is monitored (where required).
- ☐ System is tested annually.
- ☐ Copy of most recent test report.
- ☐ Ceiling tiles are in place.

**FIRE SPRINKLER SYSTEM (where required)**

- ☐ Sprinkler room/riser is accessible.
- ☐ System is operational.
- ☐ System is inspected quarterly.
- ☐ System is tested annually.
- ☐ Copy of most recent test report.
- ☐ Storage not within 18" of sprinkler heads.
- ☐ Paint/grease/debris not on sprinkler heads.
- ☐ Escutcheon plates are in place.
- ☐ Ceiling tiles are in place.
- ☐ Fire department connection is accessible with caps in place.

**ELECTRICAL**

- ☐ Main electrical panel is accessible.
- ☐ Main electrical panel is properly labeled.
- ☐ Circuit breakers not missing in electrical panel.
- ☐ Storage not within 30" of electrical panel.
- ☐ Electrical boxes, receptacles, and switches properly covered.
- ☐ Multi-plug adapters shall not be used as a substitute for permanent wiring or receptacles.
- ☐ Extension cords are being used on portable appliances to the nearest receptacle.
- ☐ Electrical cords are not affixed to or extend through walls, ceilings, floors, or under doors, or floor coverings.
- ☐ Relocatable power taps plugged directly into receptacles.

**HAZARDOUS MATERIALS**

- ☐ Propane cylinders not stored indoors.
- ☐ Flammable liquids stored properly.
- ☐ Storage not within 36" of oil and gas-fired heating units.

**MISCELLANEOUS**

- ☐ Clothes dryers are vented to the outside.
- ☐ Clothes dryer exhaust ducts are rigid/flex metal and non-combustible (no plastic ducts).
- ☐ Clothes dryer exhaust ducts are cleaned regularly.
- ☐ Hibachi, grill, or other similar devices used for cooking, heating, or any other purpose are not being used or kindled on any balcony, under any overhanging portion, or within 10 ft. of any structure.