

Preparing Your Facility for Fire Inspection

Prepare a binder with the following to provide to the Fire Marshal:

___ **Sprinkler Systems Inspection Report**

This is an annual report indicating when the overall sprinkler system was inspected by a vendor. If there are not sprinklers within your property, then this is not applicable to you.

___ **Fire Alarm/Panel Inspection Report**

This is an annual report indicating when the overall fire alarm system was inspected by a vendor.

___ **Fire Extinguisher Inspection Report**

This is an annual report indicating when the extinguishers were last serviced by a vendor. Ensure the tags on the extinguishers are not expired.

___ **Fire Drill Report**

This is a report completed by the house manager at least once a semester indicating details of the last 2 fire drills conducted & the schedule of anticipated future drills. Ask WPN Staff for any previous copies of reports you may need.

___ **Emergency Exit/Fire Safety Plans**

This is a floor plan of each level of the house that indicates exits people should proceed to in case of an emergency. Each room should have 2 exit options. Plans should indicate locations of fire extinguishers, smoke detectors, carbon monoxide detectors, fire alarm pull stations, and fire alarm panel. There should be 1 plan per floor posted in addition to being in the binder.

___ **Emergency Contact Poster**

This is a poster indicating who to call in case of an emergency such as police, poison control, utility emergency line and more. This should be posted in the kitchen in addition to being in the binder.

If applicable to your property

___ Boiler/Pressure Vessel State Inspection

This is an annual report indicating when the boiler was inspected by a vendor. If you have a furnace that provides heat, then this is not applicable to your property.

___ Knox Box Details Form

This is form completed by the house manager once a year indicating details of the knox box access for the fire department. Ask WPN Staff for the Knox Box Details Form or confirmation if you have one or not.

___ Backflow Inspection Report

This is an annual report indicating when the backflow was last inspected by a vendor. Ask WPN Staff for confirmation if you have one or not.

___ Kitchen Hood Inspection Report/Cleaning Schedule

This is an annual report indicating when the hood in the commercial kitchen was last cleaned & inspected by a vendor. There should be a sticker on the hood indicating this as well. If you can cook in your kitchen, then you do not have a commercial kitchen, and this is not applicable to you.

Property Specifics:

Conduct a walk-thru of the building at least 2 weeks prior to the Fire Marshall inspection checking for the following:

- ___ No candles/open flames in any sleeping or dwelling room.
- ___ No extension cords or multi-plug adapters (except surge protected devices). Extension cords should not be used as permanent wiring and should not run through doorways, ceilings, or walls. Power strips with 15AMP protection are acceptable if no extension cords are plugged into them.
- ___ Fire alarm pull stations intact and not obstructed.
- ___ No items hanging from or off sprinkler pipes or heads.
- ___ Emergency/Egress lights intact and operates when tested.
- ___ All fire doors in hallways and (or) stairwells shall be in the closed position, unless on automatic closer.
- ___ All fire doors shall be able to close and latch on their own. DO NOT PROP DOORS OPEN.
- ___ All hallways, stairwells and egress paths shall be free of all trash, storage and any obstructions.
- ___ No combustibles shall be stored in or under any enclosed stairwell.
- ___ All illuminated exit signs, emergency lights, and strobes must be in working order with back- up power/ battery.
- ___ Exit ladders readily accessible.
- ___ Place new batteries in battery - operated smoke detectors or heat risers at the beginning of each semester, or as needed. All battery - operated smoke alarms should be in working order.
- ___ Combustible/flammable liquids (gas, motor oils, paint, etc.) should be stored in approved flammable cabinet or in an outdoor storage shed. *Mechanical rooms (Electrical, Boiler, and Furnace) are not storage rooms.
- ___ Regular housekeeping in laundry rooms, including lint traps in and around dryers. Do not let it build up. Keep house clean and free of debris and trash.

Notify WPN Staff following your inspection if anything is missing, supplies are needed to allow enough time to be addressed by the full inspection date.

House Manager Printed Name

Date

House Manager Signature