



# Healdsburg Fire Department Fire and Life Safety Checklist for Multi-Family Dwellings

(707) 431-3360  
www.ci.healdsburg.ca.us

<b>Site Address:</b>		
<b>Site Access</b>	Yes	No
Is the address clearly visible and in large enough letters to be seen from the street? Are individual unit numbers clearly marked and visible?		
Are all gas meters and breaker boxes labeled with the unit number they provide service to?		
Are the fire apparatus access roads unobstructed?		
Are fire hydrants clear of weeds or debris and not blocked by vehicles?		
Are designated fire lanes (red curbs) always un-obstructed?		
If your building has a Knox Box, are the keys current? ~This is a black box mounted to the building that only the fire department can open. The inspector will open the Knox Box and check the keys during the inspection. It would be helpful to have spare keys available during your inspection in the event that they need to be updated.		
Are all commercial dumpsters (garbage containers) at least 5 feet away from combustible walls, windows, door openings and roofs?		
<b>Fire Extinguishers</b>		
Are the fire extinguishers mounted and in a visible and accessible location? ~ Three to five feet from the floor		
Is a minimum of one 2-A fire extinguisher provided within a maximum travel distance of 75 feet?		
Have the fire extinguishers been serviced annually with a current service tag attached?		
<b>Exiting</b>		
Do egress doors open readily from the egress side without the use of a key or special knowledge or effort?		
Are required exits signs installed in rooms or areas which require two or more exits?		
Are all exits unobstructed?		
If you have emergency lighting, does it work?		
Has storage been removed from under unprotected stairways?		
Are stairs, decks and railings maintained in good condition?		

**Housekeeping**

Are areas outside and around the building free of dry weeds, debris or trash?		
Open flame cooking devices are prohibited on combustible balconies or within 10' of combustible construction, are any BBQ's present? ~Exception: Where buildings, balconies and decks are protected by an automatic sprinkler system		
Are all stored materials stacked so they are at least 2 feet below the ceiling in un-sprinkled buildings and 18" below sprinkler heads in sprinkled buildings?		
Are the lint traps in the laundry rooms regularly cleaned to avoid lint build up?		
Are all hot water/heater closets and electrical rooms free from storage?		

**Electrical**

Are extension cords used for temporary power and not being used in place of permanent wiring?		
Do the electrical panels have a 30 inch clearance in front for easy access?		
If there are gaps in the breaker box, are there "blanks" in place?		
Are electrical outlets free from overuse by appliances, extension cords, etc?		
Are cover plates installed on all electrical outlets and boxes?		
Are all electrical cords in good shape and free from damage and splicing?		

**Fire Protection**

Are smoke alarms installed and maintained in sleeping areas, in every room, in the path of the means of egress from sleeping areas and on each story within the building? Are they less than 10 years old? Can you provide maintenance/inspection records upon request?		
Are carbon monoxide alarms installed in all multi-dwelling, dwelling units and in sleeping units within which fuel-burning appliances are installed and in dwelling units that have attached garages? Are they installed outside sleeping areas? Install by January 1, 2013		
If there is an automatic fire sprinkler system, has it been certified every five years and inspected quarterly? Can you provide records upon request?		
If there is a fire alarm system, has it been tested monthly and serviced annually? Can you provide records upon request?		
Are fire walls, draft stops and ceilings free from holes and openings?		

**Hazardous Materials**

Is there less than 10 gallons of combustible or flammable liquids stored on site?		
Are compressed gas cylinders secured so they will not be knocked over or fall and are they stored outside?		
If there is a pool, is the area that the pool chemicals are stored properly labeled to indicate what hazardous chemicals are on site?		

If the answer to any of the above questions was, "**No,**" you should correct the situation so the answer is, "**Yes.**" When all the answers on this checklist are, "**Yes,**" you will have reduced the risk of a fire and decreased your liability should an emergency take place. All items listed may not apply to every occupancy. Generally, inspectors will not examine the interior of units. Inspectors may check smoke detectors in vacant units with the owner's consent.