



Columbia Fire Department

www.columbiasc.net/fire

Multi-Family Checklist

FIRE DEPARTMENT ACCESS:

- Fire lanes maintained.
- Fire hydrants accessible? (3 ft. clearance)
- Fire Department connection accessible?
- Address visible from street?
- Building and apartment numbers visible from fire lane?
- All access gates across fire lanes operational?
- Lock Boxes contain up-dated keys.

Fire Sprinkler System/ Fire Pump:

- Are all valves open and appear in good condition on fire sprinkler system?
- Have systems been inspected in the preceding 12 months.
- Does heater in sprinkler room have power, protected from freezing?
- No painted sprinkler heads?
- Have fire sprinkler system and pump been maintained per NFPA 25
- Are all riser rooms labeled?

Fire Alarm / Smoke Detection

- Does fire alarm have power, and is it monitored?
- Has the fire alarm been inspected in the preceding 12 months

- Does each apartment have a working smoke detector/alarm in each bedroom and common area outside of bedrooms?

Mechanical and Boiler Rooms:

- Are all rooms accessible and maintained without combustible storage, and labeled accordingly?

MEANS OF EGRESS:

- Exits lights properly illuminated.
- All exits clear and unobstructed.
- All exit doors function properly.
- All emergency lighting functioning properly.

ELECTRICAL EQUIPMENT:

- 3 ft. clearance required in front of electrical panels.
- Extension cords cannot be used as permanent wiring.

FIRE EXTINGUISHERS:

- Fire extinguishers have been maintained and inspected?
- Minimum one (2A 10BC) for every 3000 sq. feet, or 75 foot of travel, and on each floor.

Open Flame Cooking Device:

- Charcoal grills and other similar devices used for cooking shall not be used or located on combustible balconies, decks, or within 10 feet of combustible construction.

Exceptions: Where buildings, balconies, and decks are protected by an approved automatic sprinkler system.

Passive Fire Protection:

- All fire doors are being held open as a part of fire alarm system, and they close and latch when activated by alarm.
- Fire walls in attic space are fully intact, no holes.
- Trash chutes doors have working automatic closures.

Emergency Planning and Preparedness

- Chapter 4 of the 2021 International Fire Code, requires some level of emergency planning.