



FIRE SAFETY SURVEY

Before moving into a new home, apartment or dormitory, it is important to conduct a basic fire safety survey. This activity will help you to become familiar with the fire safety features in your future home. The survey may also help you to find potential issues before they become a problem.

DIRECTIONS

1. Use the form below to guide you through a fire safety survey of your home. Remember that not all questions will apply to every living situation.
2. Complete the survey systematically, we recommend starting on the outside of the building. Next move to the inside of the building to common areas such as hallways and laundry rooms. Finally, look at the individual apartment or dormitory room.
3. Any questions that are answered "No" are areas of concern. While these may seem minor issues, they do impact fire safety.
4. If you have specific concerns after completing the survey, contact the landlord, property manager, dormitory supervisor etc. for follow up. (If you are already living in the building and they are unwilling to address the noted problems, contact your local fire department for assistance.)

Building Name: _____

Address: _____

Property Manager: _____

Maintenance Phone Number: _____

Property Manager Email: _____

Notes: _____

SURVEY

Yes	No	<u>EXTERIOR</u>
☐	☐	Do all the exit doors open fully?
☐	☐	Are the doors able to be opened easily in an emergency?
☐	☐	If windows are equipped with security bars, are they equipped with a quick release for emergencies?
☐	☐	Is the area around the building free from garbage and other flammable items?

Yes	No	<u>COMMON AREAS</u>
☐	☐	Are the hallways kept clean and free from clutter? (Shoes, bike, scooters and other items should never be stored in the hallway.)
☐	☐	Are the stairways kept clean and free from clutter?
☐	☐	Are the doors attached to stairways equipped with a magnetic release or kept closed at all times? (Stairwell doors should not be wedged open or held open with a kickstand)
☐	☐	Is there emergency lighting and exit signs installed in the hallway?
☐	☐	Are there smoke alarms located in the hallways and other common areas?

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FIRE SAFETY SURVEY

SURVEY continued

Yes No SMOKE ALARMS / CARBON MONOXIDE ALARMS

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Are smoke alarms on every level of the home? |
| ☐ | ☐ | Are smoke alarms inside and outside each sleeping area? |
| ☐ | ☐ | Are the smoke alarms tested monthly? Who is responsible for testing? _____ |
| ☐ | ☐ | If smoke alarms have a changeable battery, is it replaced at least yearly? |
| ☐ | ☐ | Are the smoke alarms less than 10 years old? |
| ☐ | ☐ | Are there carbon monoxide alarms with 10 feet of each sleeping area? (CO alarms may not be required in some areas) |
| ☐ | ☐ | Are carbon monoxide alarms less than 7 years old? |

Yes No FIRE SPRINKLERS

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|--------------------------|--------------------------|--|
| ☐ | ☐ | Are there fire sprinklers installed in your building? (Fire safety experts recommend looking for housing options that are equipped with fire sprinklers, however all apartments and dormitories are required to be equipped with these life saving devices.) |
|--------------------------|--------------------------|--|

YES NO ESCAPE PLANNING

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|--------------------------|--------------------------|---|
| ☐ | ☐ | Is there a written fire escape plan? |
| ☐ | ☐ | Are there at least two ways out of every room? (Window and door) |
| ☐ | ☐ | Do all the windows and door work easily and open fully? (Windows in Highrise buildings may not open fully to prevent accidental fall injuries.) |
| ☐ | ☐ | Does the building conduct regular fire drills? (At least twice a year) |

YES NO ELECTRICAL SAFETY

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|--------------------------|--------------------------|---|
| ☐ | ☐ | Are all electrical outlets free from damage and discoloration? |
| ☐ | ☐ | Are electrical outlets in wet areas such as bathrooms, equipped with a ground-fault interrupter (GFI)? |
| ☐ | ☐ | Are all electrical appliances in good working condition? |
| ☐ | ☐ | Is the electrical panel in good condition with a door that closes and latches? |
| ☐ | ☐ | Do you know what to do if a fuse it tripped? |
| ☐ | ☐ | If space heaters are being used, are they plugged directly into a wall outlet? (Space heaters and other appliances that get hot should not be plugged into extension cords, powerstrips or surge protectors.) |

YES NO SMOKING

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Is the building non-smoking? |
| ☐ | ☐ | Is there a safe location for people to dispose of smoking materials? (even in non-smoking buildings) |

YES NO COOKING

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Are all cooking appliances in good working condition and clean? |
| ☐ | ☐ | Are flammable items such as paper towels and cookbooks kept a safe distance away from cooking appliances? |