



Gwinnett County Department of Fire & Emergency Services
Community Risk Reduction Division
Prevention and Enforcement
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Apartment Fire Safety Checklist

The Apartment Fire Safety Checklist (AFSC) includes many of the most common fire prevention and life safety issues found in Apartments. The AFSC is not intended to be an all inclusive list, but rather highlights many of the common and most significant fire related code, standard, or other applicable law provisions Apartments are required to comply with. Additionally, the language used in codes and standards can be confusing and sometimes difficult to understand. This checklist is stated in simplified terms and presented in a format that has undergone interpretation and/or clarification by the Community Risk Reduction Division.

Apartment owners, managers, and maintenance personnel are encouraged use the checklist as a tool for "self-inspection" on a regular basis and prior to the fire inspector's annual visit. Using the AFSC regularly to identify occupancy hazards and non-compliant conditions will assist not only in achieving a fire safe environment for tenants, but also to prepare the apartment complex for its annual fire and life safety inspection by the fire department.

As you go through the checklist you will find that a team approach is necessary. Management, the maintenance staff, tenants, and the Prevention and Enforcement section of the Community Risk Reduction Division, will need to work together to ensure all provisions are met and the apartment complex is as safe as possible.

To assist with the completion of the Apartment Fire Safety Checklist, or answer questions about identified conditions, Community Risk Reduction staff will be available to help you. Pre-inspection visits are available upon request and may be customized to meet the needs of the facility. Pre-inspection assistance may be as simple as answering a specific fire related question or as complex as hands-on training for managers, maintenance staff, or tenants, including a partial walkthrough of the facilities.

Please feel free to contact the Community Risk Reduction Division (CRR) at 678-518-5980 with questions.

Planning and Preparedness

- Fire Emergency Guides are developed and/or updated.
- Fire Emergency Guides are available for review by employees and distributed to tenants.
- Documented Employee training in fire prevention, evacuation, and fire safety.
- Recommended* - Fire drills have been conducted and documented.
- Documentation demonstrating completion of required inspection, testing, and maintenance, of the following fire protection systems shall be available for review by the fire inspector: Automatic fire sprinkler systems and fire hydrants (Annual Report), Fire alarm and detection systems (Annual Report), Kitchen hood fire suppression systems (Semiannual Reports), Emergency lighting (including generator if required).

Exterior

- Fire department access roads are clear and unobstructed.
- Knox gate locks or gate switches are used to provide fire and EMS entry.
- Fire hydrants and fire department connections (FDC) are visible and unobstructed.
- Fire Hydrants are protected from physical damage where subject to impact by vehicles.
- Fire Hydrants operate correctly and have been inspected, tested, and maintained annually.
- Sprinkler water control valves are locked or electrically supervised.
- Handicapped parking and accessibility is appropriate. (Number of spaces, signs, width, painted markings, proximity to accessible route.)
- Address numbers, and Building and Apartment Identification are visible from the road or driveway.
- Exit discharge is clear to the public way.
- Charcoal burners and other open flame cooking devices are not operated on combustible balconies or within 10 feet of combustible construction.
- LP gas burners, having an LP gas container with an LP gas capacity of greater than one pound, are not located (operated or stored) on combustible balconies or within 10 feet of combustible construction.
- Combustible waste material has not been allowed to accumulate creating a fire hazard.

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- Combustible material is not stored in boiler, mechanical, or electrical equipment rooms.
- Flammable and combustible liquids are stored appropriately and in appropriate quantities.
- There are no combustibles stored in exits, exit enclosures, or beneath exit stairs.
- Storage is maintained a minimum of 2 ft. below the ceiling in non-sprinklered buildings and 18 in. below the sprinkler deflectors in sprinklered buildings.
- No combustible waste material creating a fire hazard has accumulated in buildings.
- Adequate clearance is provided between ignition sources such as luminaries, heaters, flame producing devices, and combustible materials.

Electrical

- No extension cords are used as permanent wiring.
- Extension cords, used for temporary purposes, are plugged directly into an approved receptacle or power tap.

Note: Relocatable power tap or power tap are terms used in the codes for what is commonly known as a power strip, or surge protector. Check for the UL Listing Mark (Label) to ensure it is of an approved type.
- The ampacity of extension cords and power taps is not less than the rated capacity of the portable appliance supplied by the cord.
- Extension cords and power taps are in good condition without splices, deterioration, or damage.
- Extension and power tap cords do not extend through walls, ceilings, floors, under doors, or floor coverings, and are not subject to environmental or physical damage.
- No multiplug adaptors, cube adaptors or unfused plug strips not complying with NFPA 70 are in use.
- Relocatable power taps are of the polarized or grounded type, equipped with overcurrent protection, and are labeled in accordance with UL 1363.
- Relocatable power taps are directly connected to a permanently installed receptacle. No “piggy backing” or plugging a power tap into another power tap.

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Gauges are inspected monthly to ensure normal water pressure is maintained.