



# MULTI-FAMILY FIRE SAFETY PRE-INSPECTION CHECKLIST

FIRE PREVENTION DIVISION • 276 Fourth Avenue, Building C, Suite B-143 • Chula Vista, CA 91910  
(619) 691-5029 • fax (619) 691-5204 • [www.chulavistaca.gov/goto/FirePrevention](http://www.chulavistaca.gov/goto/FirePrevention)

The following pre-inspection checklist will help you identify potential fire code violations. Common violations associated with multi-family properties are listed. Use this checklist to identify and correct potential violations prior to your Fire Department inspection thus reducing and/or eliminating potential fire and safety hazards. Thank you for partnering with the Chula Vista Fire Department in this community safety effort.

LEASING OFFICE	YES	NO	N/A
Building address provided on the building or monument sign.			
The fire alarm control panel has power.			
The fire alarm control panel has no trouble, supervisory, or alarm condition on the panel.			
The fire alarm control panel is monitored off-site.			
The monitoring service for the fire alarm control panel has the correct address for the complex.			
There is a smoke detector installed near the fire alarm control panel.			
Type 2A-10BC portable extinguishers are provided.			
Type 2A-10BC extinguishers have been serviced within the last year.			
Type 2A-10BC extinguishers are charged with tamper seals and pull-pins intact.			
Type 2A-10BC extinguishers are mounted in visible and accessible locations.			
Emergency lighting units are operational.			
Emergency lighting units have battery backup.			
Exit signs are illuminated.			
Battery backup is operational for exit signs.			
Panic hardware is installed on secondary exit doors.			
Fire sprinkler rooms are labeled.			
Fire control rooms are provided with required signage. - Link to detail: <a href="https://www.chulavistaca.gov/home/showdocument?id=2748">https://www.chulavistaca.gov/home/showdocument?id=2748</a>			
Fire Department Connections are provided with required signage. - Link to detail: <a href="https://www.chulavistaca.gov/home/showdocument?id=9474">https://www.chulavistaca.gov/home/showdocument?id=9474</a> - For multi-family: <a href="https://www.chulavistaca.gov/home/showdocument?id=9426">https://www.chulavistaca.gov/home/showdocument?id=9426</a>			
Main gas shutoffs are labeled.			
Main electrical disconnects are labeled.			
Compressed gas containers (CO2, helium, etc.) are secured.			

POOL AREA AND MAINTENANCE SHOP	YES	NO	N/A
Emergency pool phone works properly.			
Signage is provided to identify emergency phone.			
The dispatcher has the correct address for the emergency pool phone.			
Storage areas for pool chemicals are identified by NFPA 704 placard.			
No more than 10 gallons of flammable liquid is stored in approved safety cans.			
All combustibles are stored at least 3 ft. away from any gas appliances (Water heater, furnace, etc.)			
Compressed gas containers (CO2, helium, etc.) are secured.			
All gates leading to pool area latch and lock when closed.			
Panic hardware is installed on pool gates to allow individuals to exit pool area without use of key or prox card in an emergency.			

SITE/COMPLEX	YES	NO	N/A
Building numbers are visible from the access drive.			
Electronic access gates are operational.			
Knox switches are provided and working properly for access gates.			
Manual access gates are provided with a manual release.			
The manual release is operational on access gates.			
Fire lanes are clearly marked, legible, clear of obstructions and meet Chula Vista Fire Department's requirements at <a href="https://www.chulavistaca.gov/home/showdocument?id=9462">https://www.chulavistaca.gov/home/showdocument?id=9462</a>			
A minimum vertical clearance of 13 feet 6 inches is maintained for the entire length and width of the fire lane clear of any and all obstructions. (tree limbs and power lines).			
Fire Department Connections are provided with protective caps.			
A minimum of 3-foot clearance is maintained around the outside circumference of each fire hydrant.			
The 3-foot clearance area around fire hydrants is kept clear of all landscaping which will obstruct the visibility of, or access to, the device.			
The equipment, mechanical, and electrical rooms are free of storage.			

EXTERIOR SURVEY - RESIDENTIAL BUILDINGS	YES	NO	N/A
Building address numbers provided on building or monument sign.			
Knox boxes are intact.			
Knox boxes contain current keys.			
Fire sprinkler riser rooms are labeled.			
Fire Department connections are provided with required signage. - Link to detail: <a href="https://www.chulavistaca.gov/home/showdocument?id=9474">https://www.chulavistaca.gov/home/showdocument?id=9474</a> - For Multi-family: <a href="https://www.chulavistaca.gov/home/showdocument?id=9426">https://www.chulavistaca.gov/home/showdocument?id=9426</a>			
A minimum of 3-foot clearance is maintained on all sides of fire department connections.			
The 3-foot clearance around Fire Department Connections is kept clear of all landscaping which will obstruct the visibility of the device.			
Main gas shutoffs labeled.			
A minimum clearance of 30 inches is maintained around meters. This area is kept clear of landscaping and storage.			
The electrical rooms are labeled.			
Main electrical disconnects are labeled.			
Electrical panels are provided and covers are enclosed.			
All circuit breakers are labeled to indicate which portion of the building they service.			
There is no visible damage to breakers.			
All electrical outlets are provided with cover plates.			
All junction boxes are provided with cover plates.			
A minimum clearance of 30 inches is maintained around electrical panels. This area is kept clear of landscaping and storage.			
Building exteriors are free of debris.			
Building exteriors are free of weeds, grass, vines or other growth that are capable of being ignited.			
Building exteriors are free of combustible storage.			
Dumpsters are a minimum of 5 feet from combustible walls.			
Dumpsters are a minimum of 5 feet from building overhangs.			
Dumpsters are a minimum of 5 feet from windows.			
The area around each building is maintained free of improperly discarded smoking material.			
The equipment, mechanical, and electrical rooms are free of storage.			
Type 2A-10BC portable extinguishers are provided.			
Type 2A-10BC extinguishers have been serviced within the last year.			
Type 2A-10BC extinguishers are charged with tamper seals and pull-pins intact.			
Type 2A-10BC extinguishers are mounted in visible and accessible locations.			

<b>RESIDENTIAL BUILDING FIRE PROTECTION FEATURES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
The fire control room is labeled.			
The fire alarm control panel has power.			
The fire alarm control panel has no trouble, supervisory, or alarm conditions indicated on the panel.			
The fire alarm system has been inspected by a licensed fire alarm contractor with in the past year.			
The fire alarm system has serviced, with tag attached, within the past year by a licensed fire alarm contractor.			
All valves and controls are labeled correctly (Main Drain, Main Control, etc.) for the fire sprinkler system.			
All valves are currently in the open position so that the fire sprinkler system, if activated would work properly.			
Fire sprinkler riser gauges indicate there is pressure in the system.			
The fire sprinkler system has been inspected within the past 5 years by a licensed fire protection contractor.			
The fire sprinkler system has been serviced, with tag attached, within the past 5 years by a licensed fire protection contractor.			
The fire sprinkler system is free of yellow and/or red tags.			
The sprinkler riser room is free of any storage.			
The fire sprinkler riser room is free of any debris.			
The fire sprinkler riser room is free of any trash.			

<b>SURVEY OF COMMON AREAS IN RESIDENTIAL BUILDINGS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Attic draft stops are intact.			
All penetrations in draft stops have been fire stopped.			
Access panels in draft stops are self-closing			
Access panels in draft shops are provided with automatic latches.			
Electrical boxes are provided with cover plates.			
Electrical switches are provided with cover plates.			
Exit signs are illuminated.			
Battery backup is operational for exit signs.			
Emergency lighting units are operational.			
All penetrations in walls and ceilings have been sealed.			
All fire extinguisher cabinets contain a type 2A-10BC extinguisher.			
All fire extinguishers are charged.			
All extinguishers have tamper seals.			
All extinguishers have their pull-pins are intact.			
Standpipe system has been inspected by a licensed contractor.			
Standpipe system has been tested a by licensed contractor.			
Standpipe has been maintained since inspection and testing from licensed contractor.			
Standpipe hose connections are provided with protective caps.			
Fire sprinklers are free of any visible damage.			
Fire sprinklers are free of any obstructions.			
Fire sprinklers have a minimum clearance of 18 inches below all heads.			
Fire alarm horns are free of any visible damage.			
Fire alarm strobes are free of any visible damage.			
There are no obstructions in breezeways.			
Breezeway walls and ceilings are intact.			
There is no storage in breezeways.			
There are no obstructions in or under exit stairs.			
There is no storage in or under exit stairs.			
Exit stairs are intact and structurally sound.			
Guardrails are intact and structurally sound.			

*SURVEY OF COMMON AREAS IN RESIDENTIAL BUILDINGS continued...*

Handrails are intact and structurally sound.			
The equipment, mechanical, and electrical rooms are free of storage.			
The electrical rooms are labeled.			
Dryer vents are free of lint accumulations.			
Areas behind washers and dryers are kept clear of lint.			
Areas behind washers and dryers are kept clear of combustibles.			

<b>ELEVATORS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Elevators are operational.			
Elevators has been inspected within the past year by a certified inspector.			
Elevator key provided by the complex works with the elevator (firefighter service key).			
The emergency call function inside the elevator is monitored off-site.			
The monitoring service for the emergency call function inside the elevator has the correct address and building number.			
Elevator machine room have one 2A-10BC type extinguisher.			
Type 2A-10BC extinguishers have been serviced within the last year.			
Type 2A-10BC extinguishers are charged with tamper seals and pull-pins intact.			

<b>INTERIOR SURVEY- RESIDENTIAL UNITS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Apartment numbers are posted at unit entry doors.			
Apartment entry doors are self-closing.			
Apartment entry doors are self-latching.			
Smoke and carbon monoxide alarms are installed.			
Smoke and carbon monoxide alarms are operational.			
Fire sprinklers are free of any obstructions.			
Fire sprinklers have a minimum clearance of 18 inches below all heads.			
Fire sprinklers are free of any visual damage.			
Fire alarm horns are free of any visual damage.			
Fire alarm strobes are free of any visual damage.			
A 1A-10BC minimum-rated fire extinguisher has been provided in each individual apartment if type 2A-10BC portable extinguishers are not installed in common areas.			
The 1A-10BC minimum-rated fire extinguisher is charged.			
The 1A-10BC minimum-rated fire extinguisher's tamper seal is intact.			
The 1A-10BC minimum-rated fire extinguisher's pull-pin is intact.			
Dryer vents are free of lint accumulations.			
Areas behind washers and dryers are kept clear of lint.			
Areas behind washers and dryers are kept clear of combustibles.			
All combustibles are stored at least 3 feet away from appliances (water heater, furnace, etc.).			
Electrical outlets have cover plates.			
Electrical switches have cover plates.			
Junction boxes have cover plates.			
Extension cords are not being used for permanent wiring.			
Extension cords are plugged directly into wall outlets.			
Extension cords are not ran through walls, ceilings, or under doors.			
Appliances plugged in extension cords are limited to less than 90 days of use. If over 90 days, appliance to be plugged into permanent wall outlet.			
Power strips are plugged directly into outlets.			
Patios and balconies are free of portable BBQs. Unless 10 ft. from combustible walls, using 2.5L liquid propane tank or less, or building is equipped with fire sprinklers.			
Patios and balconies are free of heating devices.			