



Tips To Reduce Apartment Building Hazards

Daily Checklist

- » Inspect the building and property to maintain cleanliness and housekeeping.
- » Instruct tenants not to store personal items under or on the stairway or stair landing. This will help prevent trips/falls. Both the stairway and stair landing are escape routes during an emergency and should not be blocked.

Weekly Checklist

Fire Protection

- » Test fire alarm manual pull box stations to ensure they are operable.
- » Check that garbage is being placed inside the dumpster. Dumpsters should be located a safe distance from buildings. Ideally, dumpsters should be stored in a sprinklered room.
- » Vacuum the back of clothes dryers to eliminate lint build-up. Make sure vent hoses are not plastic or smashed behind the dryer. Make sure lint screens are not clogged and dryer vents are not blocked.
- » Instruct tenants that flammable liquids are prohibited in storage lockers.
- » Control weed and grass growth. Tall grass and weeds become a fire hazard and security threat.
- » Make sure that extension cords are not permanently used for electrical appliances. Extension cords are made for temporary wiring only.
- » Designate a flat non-combustible surface, such as a concrete porch, for tenant grilling. Instruct tenants not to grill within 3 feet with gas grills – or 15 feet with charcoal grills – of buildings and trees. Do not allow grilling on wood decks under any circumstances.

Slips and falls

- » Direct gutter down spouts away from walking surfaces.
- » Remove snow from sidewalks and parking lots after every snowfall. Sand/salt as necessary.
- » Remove or replace worn and damaged carpeting.
- » Remove damaged floor tile that might cause a slip/fall.
- » Repair or replace loose or damaged stair rails.
- » Repair cracks in sidewalks and potholes in parking lots.

Miscellaneous

- » Check water heater temperature. To prevent scalding, it should be set no greater than 120 degrees Fahrenheit.
- » Check exterior building lighting, such as entrances, parking lots and walkways. Is present lighting adequate? Are burned out bulbs replaced in a timely manner?
- » Check interior lighting – hallways, lobbies, stairwells. Are burned out bulbs replaced in a timely manner?
- » Check building entrances to ensure that they remain locked. Consider establishing a Neighborhood Watch Committee. Post police and fire department phone numbers near all building entrances.
- » Check building walls, windows and doors for damage from weather and vandalism. Repair as needed.

For more information about American Family's Loss Control Services, visit www.amfam.com

DISCLAIMER

The recommendations printed here follow generally accepted safety standards. Compliance with these recommendations does not guarantee that you will be in conformance with any building code, or federal, state or local regulations regarding safety or fire. Compliance does not ensure the absolute safety of you, your operations or place of business.