



Tips To Reduce Apartment Building Hazards

Monthly & Annual Checklist

Monthly

- » Test smoke detectors and carbon monoxide detectors. Instruct occupants on proper use and maintenance.
- » Test fire alarm systems – sprinkler systems, manual pull stations, elevators.
- » Make sure that sidewalk and parking lot surfaces are in good condition with no tripping hazards.
- » Test emergency lighting.
- » Test the Ground Fault Circuit Interrupters (GFCI). Provide GFCI protection for any electrical outlets within 6 feet of water sources, such as in bathrooms, kitchens, laundry rooms and areas where there is moisture.
- » Discuss emergency evacuation procedures with tenants, including safe exit from the building.
- » Instruct tenants not to grill or store personal items on decks.
- » Check that all fire doors are self closing and have at least a one hour fire rating.
- » Do not store flammable liquids such as gasoline inside the building.

- » Keep combustible materials, such as cardboard boxes, paper products and clothes, at least 3 feet away from gas operated water heaters, furnaces and space heaters.
- » Do not store combustibles in utility rooms. Rooms containing electrical panel boxes, water heaters, telephone equipment and similar equipment should not become storage rooms.

Annually

- » Replace smoke detector batteries.
- » Contact an outside service company to check and service fire extinguishers. The company will attach service tags on each extinguisher.
- » Contact a qualified sprinkler service contractor to test the sprinkler system. This will include a test of the central station monitored fire alarm system.
- » Contact a licensed contractor to inspect the boiler and/or other HVAC equipment.
- » Contact a certified “Chimney Sweep” to clean fireplace chimneys to prevent dangerous build-up of creosote. Instruct building tenants not to burn paper products in fireplaces.

- » Review roof condition on a semi-annual basis. Perform repairs as needed for roof, down spouts and gutters.
- » Equip security gates on doors and windows with quick release hardware.
- » Update electrical wiring systems, as needed, to accommodate appliances and computer equipment. Minimum amp service for a multi-unit apartment should be according to local building code.
- » Inspect the elevator. If the elevator threshold is not even with the floor stop, contact an elevator service company. Check that elevators stop on all floors and that a sign is posted in the lobby stating “In Case of Fire, Use the Stairwell.” Instruct tenants not to use the elevator in the event of a fire. Check that the telephone call system in the elevator is operable and monitored.

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.