



Redlands Fire Department

35 Cajon St., Ste. 12
Redlands, CA 92373
(909) 798-7601 Office



MULTI-FAMILY FIRE INSPECTION CHECKLIST

Redlands Fire Department has developed this checklist to assist managers and owners of multi-family dwellings such as apartments, hotels and motels, to comply with Fire Code requirements. This is not an all-inclusive list of violations but a short list of some commonly found violations. The code sections provided are from the 2022 *California Fire Code* unless noted otherwise.

1. **Smoke Alarms & Carbon Monoxide Alarms:**
 - a) Smoke alarms shall be tested and maintained and be operable at all times. (CRC 314.3)
 - b) Carbon monoxide alarms shall be installed in each area adjacent to sleeping rooms when a fuel burning appliance is present. (CRC 315.1).
2. **Fire Extinguishers:**
 - a) Fire extinguisher gauges shall be "in the green" or at adequate pressurization. (906.2).
 - b) They shall be tagged by a licensed fire protection contractor within the last year or stamped with the current year (*California Code of Regulations Title 19, Division 1, Chapter 3*).
 - c) Extinguishers shall be accessible (906.6), located not further than 75' of travel (906.3), and securely installed on a bracket with the top not more than 5' above the floor (906.7).
3. **Fire Sprinkler Maintenance:**
 - a) All fire systems are required to comply with California Code of Regulations Title 19, §901 – §906.
 - b) The required test and inspection records shall be available to the fire code official at all times.
4. **Fire Alarm Maintenance:**
 - a) Ensure that the fire alarm systems are tested and maintained in accordance with NFPA 72 (2022) including weekly, monthly, and annuals.
 - b) Maintain the fire alarm testing and maintenance reports on-site in accordance with NFPA 72 (2022) and be sure that the required test and inspection records are available to the fire code official at all times.
5. **Private Fire Hydrant Maintenance:**
 - a) Fire hydrants shall be tested and inspected both annually and every 5 years (California Code of Regulations Title 19, Division 1, §904.)
 - b) Blue reflective markers shall be placed and maintained as originally approved.
 - c) A three-foot clear space shall be maintained around the circumference of fire hydrants and other fire protection devices. (507.5.5.)
6. **Address Posting:**
 - a) Commercial address shall be 6" in height, with a 1" stroke. (Redlands Municipal Code 15.20.220).
 - b) New and existing buildings shall have approved address numbers, building numbers or approved building identification that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Numbers shall be affixed on a structure in a location with a clear, unobstructed view from the street. (Redlands Municipal Code 15.20.220).
 - c) Identify individual units with numbers a minimum of four (4) inches, affixed to the unit's front door entrance or frame. All buildings with a rear door access shall identify that unit with the proper numbers affixed to the door or frame. (Redlands Municipal Code 15.20.220).
7. **Electrical Hazards:**
 - a) Identification of electrical disconnect, "Electrical Room" signs and equipment access (no less than 30" in width and 36" in depth to the side and in front of electrical equipment shall be provided) (509.1).
 - b) Extension cords are not allowed to be used as permanent wiring (603.6).
 - c) Open junction boxes and open-wiring splices are prohibited (603.2)

8. **Storage:**
 - a) No storage shall be located in a boiler, electrical or mechanical room (315.3.3).
 - b) Storage shall not be placed within 24" of the ceiling or 18" for sprinklered buildings (315.3.1).
9. **Fire Protection Equipment:**
 - a.) Fire Protection equipment should be identified as to the areas that they serve, and they shall be on signage per the specifications of Redlands Fire Department Guideline 23-1.
 - b.) Access to fire equipment shall be unimpeded and available at all times (509.2)
10. **Fire Lanes:**
 - a) Fire lanes shall be not less than 20-feet in width and 13'-6" in height, fire lanes shall be unobstructed at all times. (503.2.1).
 - b) Fire lanes shall be designated with approved signs or other approved notices or markings that include the words "NO PARKING—FIRE LANE" on the tops of any curb designated a fire lane every 30 feet. (503.3).
11. **Knox Box or Knox Key Switch:**
 - a) The owner or occupant shall provide current keys and notify the fire department when the building or suite is re-keyed. The key to such lock shall be secured in the key box (506.2).
 - b) Knox key switches shall be operational and gates shall openable at all times upon operation of the key switch. (503.6)