

## R-1/R-2 Occupancy Fire Inspection Checklist

- ❑ Smoke Alarms
  - Minimum of one in each sleeping room, in hallway or area outside sleeping room(s), and on each story (including basements)
  - Functioning properly with a 10 year replacement program
  - Hardwired with battery backup or tamper-resistant 10-year battery
- ❑ Maintenance of Exits
  - Unobstructed and operable
  - Working exit signs and emergency egress lighting
  - Means of egress diagrams/fire emergency guide
- ❑ Housekeeping/Proper Storage of Combustible Materials or Waste
- ❑ Portable Fire Extinguishers
  - Annual Certification
  - Properly located and mounted
- ❑ Fire Department Access
  - Fire lanes properly marked and unobstructed
- ❑ Visible Address on Building
  - Size and contrasting color of numbers for visibility from the public street
- ❑ Automatic Fire Sprinkler System (if applicable)
  - 5 year certification
  - Unobstructed - nothing hanging from sprinkler heads
  - Water supply valves chained open and/or monitored
  - Fire Department Connection (FDC) unobstructed
- ❑ Fire Protection System Misc. (if applicable)
  - Kitchen hood system semi-annual certification
  - Kitchen hood properly cleaned
  - Standpipe system certification
  - Fire Hydrants unobstructed
- ❑ Fire Alarm System (if applicable)
  - Annual certification
  - Monitored by listed Central Station
- ❑ Evacuation Plans
  - Hotels/Motels and High-Rise Buildings

**LOCATION:** Ventura City Hall, 505 Poli Street, Room 201

**HOURS:** Monday, Wednesday, Thursday, Friday, 8:00 am to 5:00 pm; Tuesday 9:00 am to 5:00 pm

**MAILING ADDRESS:** P.O. Box 99, Ventura, CA 93002-0099

**PHONE:** (805) 658-4717

- When sleeping, keep bedroom doors closed with a smoke alarm in each bedroom.
- Check smoke alarms monthly by pushing the test button. If you cannot reach the button easily, use a broom handle.
- Change the batteries in your alarms at least once a year - perhaps when you change your clocks for Daylight Savings Time.
- Plan and practice your escape plan. Teach children what the smoke alarm sounds like and what to do - leave the building immediately by crawling low under the smoke - when they hear it sound.
- If cooking smoke sets off the alarm, do not disable it. Turn on the range fan, open a window and/or wave a towel near the alarm to eliminate smoke.
- Do not remove the batteries to put in other appliances such as personal stereos or games.
- Keep smoke alarms clean. Dust and debris can interfere with their operation. Vacuum over and around your smoke alarm regularly with a soft brush attachment.
- Smoke alarms wear out over time. Replace alarms every 10 years.
- When replacing smoke alarms, install hard-wired models, or alarms with manufacturer installed power cells having a ten-year minimum life expectancy with a tamper-resistant design.
- Hard-wired smoke alarms with battery back-ups need to be tested monthly and backup batteries need to be replaced yearly.
- Never paint a smoke alarm.
- Be sure the alarm you install is listed by the CA Office of the State Fire Marshal.

In compliance with the Americans with Disabilities Act, this document is available in alternate formats by calling 805/658-4717 or by contacting the California Relay Service

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