



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Inspector: \_\_\_\_\_

Property Name: \_\_\_\_\_

Address: \_\_\_\_\_

Owner / Manager: \_\_\_\_\_

Phone: \_\_\_\_\_

Rental Property Inspection Form

(Passed)

**FIRE DEPARTMENT INFORMATION AND ACCESS**

YES NO N/A

If there is a fire department Lock Box is it accessible and do the keys work properly? \_\_\_\_\_

Has the owner provided the fire department with current preplan and contact information? \_\_\_\_\_

1. Are address and unit numbers displayed? \_\_\_\_\_

**UTILITIES, HOUSEKEEPING, STORAGE OF FLAMMABLE & COMBUSTIBLE MATERIALS**

2. Are mechanical and electrical equipment rooms kept free of flammable and combustible storage? \_\_\_\_\_

3. Is combustible storage neat and orderly and kept at least 2 feet below ceilings or 18 inches below sprinkler heads? \_\_\_\_\_

4. Is combustible storage separated from: hot water heaters, furnace, open flames, and other sources of ignition? (36 inches) \_\_\_\_\_

5. Are cigarette ashes & materials subject to spontaneous combustion properly disposed of or stored in metal containers? \_\_\_\_\_

6. Are all flammable or hazardous materials stored and handled in safety containers in approved locations? \_\_\_\_\_

**ELECTRICAL EQUIPMENT AND WIRING**

7. Does the electrical wiring appear to be properly installed and maintained? Cover plates in place? GFI working? \_\_\_\_\_

8. Are extension cords used safely, not in lieu of permanent wiring or outlets? \_\_\_\_\_

9. Are only approved, listed, power taps used? \_\_\_\_\_

10. Is sufficient clearance provided in front of electrical control panels? (30 inches) \_\_\_\_\_

**EXIT FEATURES**

11. Are exit doors operable from the inside without keys or any special knowledge? (no deadbolts) \_\_\_\_\_

12. Are exit ways clearly marked and all exit signs suitably illuminated as designed and installed? \_\_\_\_\_

13. Are exit doors and exit aisles kept free of restrictions, obstructions, or combustible storage? \_\_\_\_\_

**FIRE ALARM AND SMOKE OR HEAT DETECTORS**

14. Do smoke detector's, pull stations, and fire alarm horns appear to be properly located and free of obstruction? \_\_\_\_\_

15. Does the fire alarm system and back-up power appear to be operating properly? \_\_\_\_\_

16. Has the fire alarm system been inspected by a licensed contractor, within the past year? Date \_\_\_\_\_

**FIRE EXTINGUISHING EQUIPMENT AND SYSTEMS**

17. Are fire extinguishers properly installed, fully charged, and inspected within the past year? Date \_\_\_\_\_

18. Has the fire sprinkler system been inspected / tested by a sprinkler contractor within the past year? Date \_\_\_\_\_

19. Is the outside fire department connection to the sprinkler system clearly marked, capped, and unobstructed? \_\_\_\_\_

20. Do standpipe outlets, valves, and fittings appear to be in operative condition, with caps in place? \_\_\_\_\_

**FIRE SEPARATIONS AND FIRE DOOR MAINTENANCE**

21. Are all building separations, firewalls, and doors free from damage, alterations, or open holes? \_\_\_\_\_

22. Are all fire doors and required self-closing doors operable as installed? (No stops or wedges) \_\_\_\_\_

**INTERIOR AND EXTERIOR AREAS**

23. Are living areas in good repair? Is the Exterior of the building in good repair? \_\_\_\_\_

24. Are there health or life safety violations? \_\_\_\_\_

25. Are occupants able to escape in an emergency or be rescued? \_\_\_\_\_

**COMMENTS or ADDITIONS:**

Re-inspection Date: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Questions- Please contact Mike Johnson Fire Chief λ Owatonna Fire Department λ 107 W. Main St. Owatonna MN 55060λ 507-444-2454

Please be advised that you have the right to appeal these orders to the Owatonna Fire Code Board of Appeals

APPLICABLE FIRE CODE REFERENCES

(Minnesota State Fire Code 2007 Edition)

**Housekeeping and Storage of Combustibles**

- | <u>Code Sec.</u> | <u>Description</u>  |
|------------------|---|
| 1. MSFC 505.1    | <b>Premise identification</b> on all new and existing buildings.  |
| 2. MSFC 315.2.3  | <b>Combustible material</b> shall not be stored in boiler, mechanical or electrical rooms.  |
| 3. MSFC 315.2.1  | <b>Storage</b> shall be 2 ft. below the ceiling in un-sprinkled buildings and 18 inches below sprinkler heads in sprinkled buildings  |
| 4. MSFC 305.1    | <b>Minimum 3 foot clearance</b> shall be maintained between ignition sources, such as hot water heaters, space heaters or flame producing devices and combustible storage.  |
| MSFC 308.2.1     | <b>Burning objects</b> , lighted matches, cigarettes, or cigars shall not be discarded in or near combustible materials.  |
| 5. MSFC 305.2    | <b>Hot ashes</b> , oily rags or materials subject to spontaneous ignition shall not be deposited in combustible containers or kept within 10 feet of combustible material including combustible walls and partitions or within 2 feet of openings to buildings. |
| 6. MSFC 304.1    | <b>Combustible rubbish</b> stored in containers shall be removed from the building each day.  |
| MSFC 304.3.1     | <b>Spontaneous Ignition</b> , Oily rags shall be stored in metal containers with tight fitting covers   |
| MSFC 304.3.3     | <b>Dumpsters</b> 1.5 cubic yards or larger shall not be inside buildings, within 5 feet of combustible walls or under combustible eaves.  |

**Electrical Equipment and Wiring**

- |                 |   |
|-----------------|---|
| 7. MSFC 605.1   | <b>All electric hazards</b> identified shall be corrected in cooperation with the Electrical Inspector. All modified or damaged electrical wiring; electrical devices, electric appliances or other such equipment shall not be used. |
| 8. MSFC 605.5   | <b>Extension cords</b> shall not be used as a substitute for permanent wiring. Approved electric extension cords may be used only with a single portable appliance and must be plugged directly into an outlet or approved power tap. |
| 9. MSFC 605.4.1 | <b>Power taps</b> shall be listed, polarized, and grounded. They shall be plugged into a permanent receptacle and appliance cords shall not be run through walls, ceilings, doors, or under floor coverings.                          |
| 10. MSFC 605.3  | <b>A clear unobstructed access</b> aisle to electrical panels shall be a minimum of 30 inches and maintained free of storage.   |

**Exit Maintenance**

- |                  |  |
|------------------|--|
| 11. MSFC1008.1.8 | <b>Exit doors</b> shall be operable from the inside without the use of keys or special knowledge or effort. Exit doors shall not be locked, chained, bolted, barred, or otherwise rendered unusable.       |
| 12. MSFC 1006.1  | <b>Exit illumination</b> all exits shall be illuminated whenever the building is occupied.   |
| MSFC 1011.4      | Lighted exit signs shall have all bulbs lit.   |
| 13. MSFC 1028.2  | <b>Means of Egress</b> Required exit accesses, exits or exit discharges shall be continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergency. |

**Fire Alarm and Smoke or Heat Detectors**

- |                 |  |
|-----------------|--|
| 14. MSFC 901.6  | <b>Inspection, testing, and maintenance.</b> Fire detection, alarm and extinguishing systems shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Non required fire protection systems and equipment shall be inspected, tested and maintained or removed. |
| 15. MSFC 901.6  | (Same as #14)  |
| 16. MSFC 907.20 | <b>Fire alarm &amp; detection system servicing</b> shall be conducted at least annually, in accordance with IFC, by a qualified person or contractor.  |

**Fire Extinguishing Equipment and Systems**

- |                  |  |
|------------------|--|
| 17. MSFC 906.2   | <b>Portable fire extinguishers</b> shall be installed in accordance with NFPA 10. Fire extinguishers shall be a minimum classification of one 2A10BC (Class ABC) and be located within a 75 foot walking distance from any point in the building. A minimum 2A10BC extinguisher shall be provided within 50 feet of every apartment door in a 4-plex or larger or at least one 2A10BC (class ABC) and be located within a 75 foot walking distance from any point in the building. Portable Fire Extinguishers shall be serviced at least annually by a qualified person or contractor in accordance with NFPA 10. |
| 18. MSFC 901.6.1 | <b>Inspection and testing.</b> The chief is authorized to require periodic inspection and testing for fire sprinkler systems, fire hydrant systems, standpipe systems, fire alarm systems, portable fire extinguishers, smoke and heat ventilators, smoke-removal systems and other fire-protection or fire-extinguishing systems or appliances. Automatic fire-extinguishing systems shall be inspected and tested at least annually. <b>Sprinkler system servicing</b> shall be done at least annually, in accordance with NFPA Std. 25, by a licensed Fire Protection Contractor.                               |
| MSS 299M.03      | <b>A Fire Protection Contractor license</b> is required before any person may sell, design, install or inspect a fire protection system, its parts, or related equipment.  |
| MSFC 901.7       | The Fire Department and Code Official shall be notified when any <b>sprinkler or alarm system is placed temporarily out of service</b> and again upon restoration of service. Phone (507) 444-2454.  |
| 19. MSFC 508.5.4 | <b>Obstruction</b> shall not be permitted that hinder the operation of fire department access to or use of any fire alarm device, fire extinguishing equipment, or fire hydrant.   |
| 20.              | (Same as item #19).  |
| 21. MSFC 703.1   | <b>Fire Separations</b> shall be maintained. Such elements shall be properly repaired, restored or replaced when damaged, altered, breached or penetrated.   |
| 22. MSFC 703.1   | <b>Doors and Operation</b> swinging fire doors shall close from the full open position and latch automatically. The door closer shall exert enough force to close and latch the door from any particular open position.  |
| MSFC 703.2       |  |
| MSFC 703.2.3     | Opening protective shall be maintained in operative condition in accordance with NFPA 80. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable. Fusible links shall be replaced promptly whenever fused or damaged. Fire door assemblies shall not be modified.  |
| 23.              | Maintained in accordance with the Owatonna Minimum Housing Code  |
| 24.              | Maintained in accordance with the Owatonna Minimum Housing Code  |
| MSFC1004.1.1     | <b>Maximum Floor Area Allowances Per Occupant</b> shall not be exceeded.   |
| 25. MSFC 1026.1  | <b>Escape windows</b> In Group R occupancies, escape windows shall be provided, installed and maintained in sleeping rooms in conformance with the Building Code. Escape doors, windows and window wells shall be maintained free of any obstructions that would impair egress.  |