



**Boise Fire Department**

**Fire Prevention Division**

**333 N. Mark Stall Place Boise, Idaho 83704**

**208-570-6500**

## **Apartment Manager Fire Safety Manual**

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# Purpose of Manual

This document is intended to assist apartment property and maintenance managers in maintaining a safe environment for all of their residents.

- Provide and review the following documents with Resident at Move-In:
  - **Apartment Fire Safety tri-fold flyer**
  - **Open-flame Cooking Devices & LP-gas Storage**
- Review with Resident at Move-In:
  - Smoke and Carbon Monoxide Detector
    - Location
    - Operation
    - Maintenance expectations
  - Location of
    - Fire Exits
    - Fire Alarm Pull Stations
    - Fire Lanes
    - Meeting Places
- Explain the consequences for damaging, vandalizing, or tampering fire safety devices or equipment is considered a misdemeanor punishable by a fine of not more than \$1000.00 or by imprisonment not exceeding 6 months or both.
- Prepare, maintain, and furnish to the Boise Fire Department
  - **Apartment Information**
    - **Contact Information**
    - Site Map
- Maintain an accurate roster showing residents with issues that may present a unique rescue challenge.
  - Make available for emergency responders.
- Read and observe all attached documents including
  - **Fire Protection Systems**
  - **Cooking Fires**
  - **Fire Safety Checklist**

# Fire Protection Systems

## **Fire Extinguishers**

- Portable fire extinguishers (where required) shall be so located that no point in the building is located more than 75 feet, by an unobstructed path of travel, from a portable fire extinguisher.

## **Fire Alarm and Detection Systems, and Automatic Sprinkler Systems**

- Apartments with Fire Alarm and Detection Systems shall be
  - Inspected, Tested, and Maintained annually by approved Fire Protection
  - Maintained in an operative condition at all times, and shall be replaced or repaired where defective.

## **Knox Box**

- The International Fire Code (IFC), as amended by Boise City Ordinance 7-01 -39, requires key boxes for all structures with fire alarm or fire sprinkler systems which are connected to a monitoring service.
- Assemble and label all of the following keys for placement into the KNOX-BOX:
  - Master key (green label)
    - If a master key is not available provides keys for access to all entrances, mechanical rooms, electrical rooms, roof access and other areas at the discretion of the fire code official. A larger KNOX-BOX maybe required
  - Fire alarm key(s) (red label) – if applicable
  - Padlock key(s) – if applicable
  - Elevator key (blue label) – if applicable
  - Pass key or access control card (white label) – if applicable
- Multiple sets of keys shall be required for large, multi-story or multi-tenant buildings and may require a larger KNOX-BOX:

1-2 stories	1 set
3-4 stories	2 sets
5 and more stories	4 sets
>50,000 sq. ft but less than 100,000	2 sets
>100,000 sq. ft.	Contact the fire code official
Multi-tenant	1 set/tenant (unless master keyed)
- Ensure you have the front cover plate for the KNOX-BOX ready.
- Contact the fire station who is responsible for the area which was previously provided.
- The fire station will set up an appointment to close up the KNOX-BOX.
- The fire station will verify keys and labeling and the lock the KNOX-BOX.
- Change of Locks

Any change of locks or keys shall require the owner/occupant to provide new keys to the fire department. To have keys added or replace please follow the procedure below:

  - Contact the fire station who is responsible for the area. If unaware of the responsible station, please contact the Boise City Fire Department at (208) 570-6500.
    - The fire station will set up an appointment to change the keys.
      - The fire station will verify keys and labeling and the lock the box.

## Cooking Fires

Of the more than 157,000 estimated home structure fires, including apartments, reported annually during the period 2006–2010, cooking caused 42 percent of the fires, 38 percent of injuries, and 15 percent of deaths. Unattended cooking was the leading contributing factor to these fires and fire deaths. Three of every five non-fatal home cooking fire injuries occurred when the victims tried fighting the fire.

Apartment Owners and Managers are encouraged to pursue cooking controls that limit the possibility of fire.

- An additional benefit may be a reduction in insurance discounts or premium reductions.

A variety of fire prevention technologies exist, including:

- Replacement electric burners that limit the high temperature of the burner to below the auto-ignition point of cooking oils and most common household materials.
- Replacement knobs that alert when cooking is left unattended.
- Microwave oven electric plug that shuts off at the first sign of smoke.



While it is preferable to not have a cooking fire start at all, there are low cost products available to aid in suppressing cooking fires.



## Open-Flame Cooking Devices & LP-Gas Storage

- **Open-Flame Cooking Devices (LP-Gas).** LP-gas fueled open-flame cooking devices shall not be operated on combustible balconies (above the first story) or within 10 feet of combustible construction (e.g., stucco over wood framing).

*Exceptions:*

1. *One and two-family dwellings.*
2. *LP-gas cooking devices having LP-gas container with a water capacity not greater than 2 ½ pounds [nominal 1 pound LP-gas capacity].*

- **Open-Flame Cooking Devices (charcoal/solid fuel).** Charcoal or solid fueled open-flame cooking devices shall not be operated on combustible balconies (above the first story) or within 10 feet of combustible construction.

*Exceptions:*

1. *One and two-family dwellings.*
2. *Where buildings, balconies and decks are protected by an automatic sprinkler system.*

- **LP-Gas Storage within Residential Buildings.** Storage of LP-Gas cylinders within a residential building (under the horizontal projection of the roof, floor or balcony above), including the basement or any storage area in a common basement of a multiple-family buildings and attached or detached garages, shall be limited to cylinders each with a maximum water capacity of 2.7 lb. [nominal 1 lb. LP-gas capacity] and shall not exceed 5.4 lb. aggregate water capacity per each living space unit.
- **LP-Gas Storage on Exterior Balconies of Residential Buildings.** Cylinders having water capacities greater than 2.7 lb. [nominal 1 lb. LP-gas capacity] shall not be located on decks or balconies of dwellings of two or more living units above the first floor.

**Notes:** Typical consumer LP-Gas barbecue cylinders are 47.7 lb. water capacity [nominal 20 lb. LP-Gas capacity]. Typical LP-Gas camp stove or lantern canisters are 2.7 lb. water capacity [nominal 1 lb. LP-gas capacity].

## Apartment Fire Safety Checklist

RESIDENT MOVE IN	YES	NO	N/A	COMMENTS
Working Smoke Detector in each bedroom?				
Working Smoke Detector outside each bedroom?				
Working Smoke Detector on every level?				
Working Carbon Monoxide (CO) Detector if gas appliances or attached garage are present?				
Windows and doors open without special knowledge, use, or tools?				
Main door has working self-closing device?				
Apartment Fire Safety flyer is provided?				

DAILY	YES	NO	N/A	COMMENTS
Fire Dept. access is unobstructed?				
Fire Alarm Manual Pull Stations are visible?				
Hallway, doors, stairs are unobstructed?				
Fire doors are not blocked open and are able to close?				
Laundry dryer's lint traps are cleaned?				
Trash is placed in dumpsters and lids are kept closed?				

MONTHLY	YES	NO	N/A	COMMENTS
Exit signs are visible and illuminated?				
Emergency lighting is operational?				
Knox Box is visible?				
Fire extinguishers are inspected?				
Fire Hydrants/Fire Dept. connections are visible and unobstructed?				
HVAC/Mechanical/Electric rooms are kept clear of combustible items				
Electric panels have 30"				

ANNUALLY	YES	NO	N/A	COMMENTS
Fire Alarm system is inspected?				
Fire Sprinkler system is inspected?				
Knox Box keys are updated if necessary?				
Smoke Detector/Carbon Monoxide Detector batteries are replaced throughout facility?				
Apartment Manager - Fire Safety Manual is updated as necessary?				
Fire Alarm system is inspected?				
Fire Sprinkler system is inspected?				
Knox Box keys are updated as necessary?				
Smoke Detector/Carbon Monoxide Detector batteries are replaced throughout facility?				

# Apartment Information


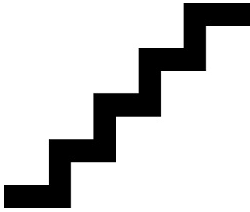



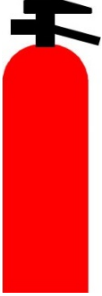

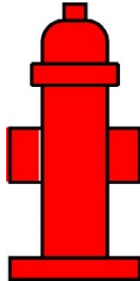

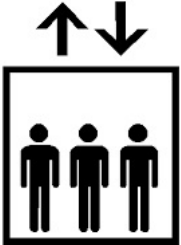
## Contact Information

- Provide current and accurate information.

## Site Map - Please use map symbols as appropriate – electronic copies of drawings are desirable

- Prepare site map of apartment complex showing
  - Surrounding streets and complex access points
  - Buildings, units and their addresses, or other identifiers
  - Fire hydrants, fire department connections, fire risers, fire alarm panels, fire lanes
  - Utilities: gas meters, electrical disconnect/meters
  - Exits, exit stairs and exit corridors
  - Elevators, stairwells
  - Manual fire alarm boxes (pull stations)
  - Meeting place for residents
  - Areas of refuge

## MAP SYMBOLS

<u>FIRE EXITS</u> 	<u>STAIRWAY</u> 	<u>FIRE ALARM CONTROL PANEL</u> 	<u>FIRE ALARM MANUAL PULL STATION</u> 	<u>FIRE SPRINKLER ROOM</u> 
<u>FIRE EXTINGUISHERS</u> 	<u>FIRE DEPT. CONNECTION</u> 	<u>FIRE HYDRANT</u> 	<u>FIRE LANES</u> <i>Drawn in Red</i> 	<u>ELEVATOR</u> 



## Contact Information

**Apartment name:** \_\_\_\_\_

**Apartment address:** \_\_\_\_\_

### Emergency Contact Information

#### Owner

- Name \_\_\_\_\_
- Phone \_\_\_\_\_
- Address \_\_\_\_\_
- E-Mail \_\_\_\_\_

#### Manager

- Name \_\_\_\_\_
- Phone \_\_\_\_\_
- Address \_\_\_\_\_
- E-Mail \_\_\_\_\_

#### Maintenance Manager

- Name \_\_\_\_\_
- Phone \_\_\_\_\_
- Address \_\_\_\_\_
- E-Mail \_\_\_\_\_

#### Elevator Maintenance

- Name \_\_\_\_\_
- Phone \_\_\_\_\_
- Address \_\_\_\_\_
- E-Mail \_\_\_\_\_