



SOUTH WINDSOR FIRE MARSHAL

PRE-INSPECTION CHECKLIST

The Connecticut Fire Safety Code defines all buildings consisting of 3 or more dwelling units and having certain construction features as Apartments. State statute requires local fire marshals to inspect all Apartment buildings annually. Many buildings commonly referred to as “condominiums” or “townhouses” fall within the above definition and statutory requirement.

The following checklist is designed to serve as a guide for apartment owners, renters/tenants, and property managers responsible for preparing for an inspection and ensuring code compliance. This is only a guide and some requirements apply only to specific occupancy types. There are also additional requirements beyond the scope of this guide.

Code references include: the Connecticut State Fire Safety Code (CSFSC), the Connecticut State Fire Prevention Code (CSFSC), Connecticut General Statutes (CGS) Chapter 54-1, the Connecticut Flammable and Combustible Liquids Code, the Connecticut Gas Equipment and Piping Code, and various National Fire Protection Association codes (NFPA 10, 13, 25, 30, 54, 70 and 72).

MEANS OF EGRESS

- ☐ Exits are continuously maintained free of all obstructions (including snow and ice)
- ☐ No storage in exit access corridors or exit enclosures
- ☐ Exits are continuously illuminated
- ☐ Doors into exit access corridors / exit enclosures are self-closing
- ☐ Doors into exit access corridors / exit enclosures are self-latching
- ☐ Doors into exit access corridors / exit enclosures meet required fire rating
- ☐ All bedrooms have a secondary means of escape (acceptable window/door)

SMOKE ALARMS

- ☐ **At least 1 smoke alarm on every level including the basement and outside of the bedrooms**
- ☐ Smoke alarms are less than 10 years old
- ☐ Smoke alarms meet building code requirements for AC/DC power and interconnectivity
- ☐ Smoke alarm in each bedroom (where required)

ELECTRICAL

- ☐ Main electrical panel is accessible
- ☐ Main electrical panel is properly labeled
- ☐ No missing breakers in electrical panel
- ☐ No storage within 30” of electrical panel
- ☐ No exposed wires / open electrical boxes
- ☐ No extension cords used for permanent wiring
- ☐ No extension cords affixed to or extend through walls, ceilings, floors, or under doors or floor coverings
- ☐ Extension cords and multi-plug adapters are rated for their use
- ☐ No “piggy backing” of extension cords or multi-plug adapters

MISCELLANEOUS

- ☐ Clothes dryers are vented to the outside
- ☐ Clothes dryer exhaust ducts are rigid and non-combustible (no plastic ducts)
- ☐ Clothes dryer exhaust ducts are cleaned regularly
- ☐ Carbon monoxide alarms on each level of each unit (strongly recommended)



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HAZARDOUS MATERIALS

- ☐ No propane cylinders stored indoors
- ☐ Flammable liquids stored properly
- ☐ No storage within 36" of oil and gas-fired heating units

EMERGENCY LIGHTING / EXIT SIGNS (where required)

- ☐ All emergency lights working properly
- ☐ All exit signs properly illuminated
- ☐ Record of monthly and annual tests

FIRE ALARM SYSTEM (where required)

- ☐ System is ON
- ☐ System is monitored (where required)
- ☐ System is tested annually
- ☐ Copy of most recent test report

FIRE SPRINKLER SYSTEM (where required)

- ☐ Sprinkler room/riser is accessible
- ☐ System is operational
- ☐ System is inspected quarterly
- ☐ System is tested annually
- ☐ Copy of most recent test report
- ☐ No storage within 18" of sprinkler heads
- ☐ No paint/grease/debris on sprinkler heads
- ☐ Escutcheon plates are in place
- ☐ Fire department connection is accessible



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