



The City of
OKLAHOMA CITY
FIRE DEPARTMENT

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FIRE PREVENTION SERVICES

Pre-Inspection Information Sheet for Multifamily Residential Occupancies

This Pre-Inspection Information Sheet provides some of the basic life and safety regulatory requirements governing the operation of Multifamily Residential Occupancies. It is not possible to cover all the regulations, so if you have any particular questions and/or concerns please contact a Code Enforcement Official in the Fire Marshal's Office at 405-297-3584.

1. Fire Lanes and Access

- a. Fire lanes must be properly marked and clear of obstructions.
- b. Where security gates are installed, they shall have an approved means of emergency operations.
- c. Access to building openings and roofs shall be maintained readily accessible for emergency access by the Fire Department.

2. Fire Extinguishers

- a. Typically, one 2-A:10-B:C extinguisher is required for each residential unit, laundry room, boiler room, office maintenance area, pool chemical storage room and clubhouse.
- b. Mounted in conspicuous, accessible locations with a maximum travel distance of 75 feet.
- c. Fire extinguishers shall be serviced annually and shall have a current service tag attached.
- d. Must be recharged following use.

3. Fire Alarm Systems

- a. Maintained in an operative condition at all times, and replaced or repaired when defective. Immediately notify Fire Marshal Office if fire alarm system becomes non-operational.
- b. Written operating instructions provided and maintained at an approved location.
- c. Manual alarms and smoke alarms should be tested at least annually, and/or after modification.

4. Smoke Detectors (Smoke Alarms)

- a. Smoke detectors shall be located outside of each sleeping area within each dwelling unit and in each room used for sleeping purposes.
- b. Maintained in an operative condition at all times, and replaced or repaired when defective.
- c. Smoke detectors shall be tested monthly and batteries changed annually.

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5. Sprinkler Systems

- a. Maintained in approved working condition. Immediately notify Fire Marshal Office if sprinkler system becomes non-operational. Test annually.
- b. Identify controls, drains, and test control valves with approved signage.
- c. Access to valves and/or fire department connections cannot be obstructed.
- d. Spare sprinkler heads of the same types and ratings installed in the building must be provided for the system. A sprinkler wrench must be provided for each type of sprinkler head installed in the building.
- e. Sprinkler risers and valves locations should be properly identified and accessible to Fire Department.

6. Miscellaneous

- a. Post a correct address visible from the street. Numbers shall be a minimum of 4 inches high and contrast with the background. In complexes with multiple buildings, each building must be designated as well as each unit within that building.
- b. Provide cover plates for all electrical panels, outlets, boxes, and junctions.
- c. Gasoline fueled vehicles, portable unvented fuel fired heating equipment, and portable LP gas containers are prohibited inside dwelling units.
- d. Extension cords shall not be utilized in place of permanent wiring. Extension cords allowed to be used only with portable appliances.
- e. Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.
- f. Gas-fired appliances must be properly vented to the outside, have approved flex-type connections, and have cut-off valves.
- g. Vent clothes dryers to the outside and clean lint from dryers and dryer vent ducts as often as necessary to prevent the accumulation of lint and dust.
- h. Secure vacant buildings to prevent entry of unauthorized persons.
- i. Store swimming pool chemicals in a cool, dry location.
- j. Open-flame cooking devices and heating devices including outdoor fireplaces shall not be operated on combustible balconies or within 10 feet of combustible construction. Open-flame cooking devices and heating devices are allowed to be stored on balconies.
- k. Portable, electric space heaters are not allowed to be plugged into extension cords and must not be operated within 3 feet of any combustible material.