



The City of
OKLAHOMA CITY
FIRE DEPARTMENT

OKLAHOMA CITY FIRE DEPARTMENT

FIRE PREVENTION SERVICES

Self-Inspection Checklist for
Multifamily Residential Occupancies
Office: 405-297-3584
Fax: 405-297-3330

This Self Inspection Checklist is an educational tool for business owners and managers to provide a fire safe business for their patrons, visitors, and staff. It is not, however, intended to take the place of an official Fire Department Inspection. The items are general requirements based on common Fire Code violations typically found in most businesses.

DATE: _____ PROPERTY NAME: _____

ADDRESS: _____ OWNER/MANAGER: _____

1. Building Exterior (check boxes for compliance)

- Address numbers are posted, contrast with the background, are at least five (5) inches tall, and visible from the road.
- Fire lane signs are posted for driveways and access roads.
- If the building is equipped with a fire sprinkler or standpipe system, the fire department connection (FDC) has a clear space of at least three (3) feet around connections and caps are in place.
- There is at least three (3) feet of clearance around all hydrants.
- Dumpsters or trash containers are least five (5) feet from building openings or roof overhangs.
- Up-to-date keys are within the Knox Rapid Entry System Box (where applicable).

2. Building Interior (check boxes for compliance)

- All exit doors are free of obstructions and unlocked during business hours.
- Aisles and exits are free of storage or obstructions.
- Exit signs and emergency lights are operational with primary and emergency power supplies.
- Combustible materials are not stored in exit paths, under stairs, under floors, above ceilings, or in mechanical rooms.
- Storage is maintained at least two (2) feet from the ceiling.
- A clear space of 30 inches is maintained in front of all electrical panels.
- Extension cords are not used in place of permanent wiring.
- Fire alarm control panels and fire sprinkler valve locations are identified.
- Lint traps and areas behind clothes dryers are free of lint buildup and other combustible debris.

3. Fire Alarm and Life Safety Systems (check boxes for compliance)

- Fire sprinkler and alarm systems are inspected annually by a licensed contractor.
- Smoke detectors are operable, properly located, and tested monthly.
- Fire extinguishers have been inspected and tagged by a licensed contractor within the last 12 months.

Congratulations, you have just taken steps to maintain a fire safe environment. Please fax this completed Inspection Form to the Fire Marshal Office at 405-297-3330. Thank you for your interest in this extremely important program.