

Fire Safety Checklist for Short- Term Rentals

The following checklist addresses common fire code violations and is designed to help short term rentals prepare for a future fire inspection. Although the fire code contains hundreds of code sections, compliance with these items will help make the inspection process run more smoothly.

Address Identification

- Is the address clearly posted on the outside of the building in numbers at least 4 inches high?

Emergency Information and Evacuation Diagrams

- Do you have emergency and non-emergency contact information, property address, and basic emergency information regarding the property displayed and available for guests?
- Do you have evacuation diagrams showing two routes of egress posted and clearly visible in the property and on each floor?

Exits/ Door Operations

- Are the doors readily openable from the inside without special knowledge or effort?
- Do your door latches open easily with no interior hasp type or hook latches that would impede exiting the building?

Fire Protection Systems

- Is there a functioning smoke detector in every sleeping room and in the space immediately adjacent to every sleeping room?
- Are all smoke detectors functioning properly with batteries installed correctly?

Fire Extinguishers

- Is there a minimum 1-A 10-BC rated fire extinguisher mounted on every floor and within every 75 feet of travel distance?
- Are all fire extinguishers safely mounted in their brackets in a conspicuous location and clearly visible with no obstructions from view?
- Are all fire extinguishers current on their inspections (annual inspections are required by a licensed fire extinguisher servicing company)?

Electric Hazards

- Is the electrical breaker box clear and accessible and not obstructed with all breakers labeled clearly?
- Are all power strips or outlet adaptors grounded and equipped with over-current protection (such as a breaker)?
- Are any extension cords or power strips extending through walls, ceilings or floors or being used in place of permanent wiring?

Storage

- Are there any combustible materials stored near heat producing devices such as furnaces and hot water heaters?