

Apartment Fire Safety Check List cont.-

Security Gates cont.-

8. Steps taken to correct gate issues: _____

_____ Date: ____/____/____

Property Site-

When installing cables, phone lines or electrical lines, technicians have to create openings in the attic firewalls. If these openings remain unrepaired, in the event of a fire, they will allow the fire to spread to other apartment units.

1. Is the attic firewall over the units sealed to prevent fire from spreading?
 Yes No Date: ____/____/____

2. Date of last firewall inspection: ____/____/____

3. Do you inspect vacant units for...?

• Gas Leaks-
 Yes No Date: ____/____/____

• Electrical Issues-
 Yes No Date: ____/____/____

• Signs of trespassers or others who have gained access to the unit who may start fires-

Yes No Date: ____/____/____

4. Is the fire extinguisher in each apartment installed at least 5 feet from the stove.

Yes No Date: ____/____/____

5. Do you have on-site laundry facilities?

Yes No

6. If yes, have the laundry facilities been inspected recently?

Yes No Last inspection: ____/____/____

7. Dryer lint catches fire very easily. Have you inspected the lint traps from the dryers?

Yes No Date: ____/____/____

8. Do you have the proper dumpster permits?

Yes No Date: ____/____/____

9. Are your dumpsters emptied on a regular basis?

Yes No Date: ____/____/____

10. Are there flammable materials stored near your dumpsters?

Yes No Date: ____/____/____

11. Are your dumpster clear of any excess debris?

Yes No Date: ____/____/____

12. Steps taken to correct site issues: _____

_____ Date: ____/____/____

Protect Your Residents-

As Apartment Managers you are required by law to provide each apartment unit with at least one smoke detector w/ battery and one class A fire extinguisher. However, you are not required to furnish replacement batteries for the smoke detectors for the current residents. When a new resident moves in, you **are** required by law to insure that both the smoke detector and fire extinguisher are in working order. Please refer to the Standards and Codes at: www.houstonfire.org.

1. Have you furnished each unit with a working smoke detector and battery?

Yes No Date: ____/____/____

2. Have you furnished each unit with a fire extinguisher?

Yes No Date: ____/____/____

3. As state law requires, have you inspected the smoke detectors and fire extinguishers in newly rented apartments to insure they are functioning properly?

Yes No Date: ____/____/____

4. Did you complete the necessary maintenance to these smoke detectors & fire extinguishers so they work properly?

Yes No Date of repairs: ____/____/____

5. Barbeque pits are prohibited to be used within 10 feet of roofs, fences and other combustible materials. Are your residents aware of the 10 foot ordinance concerning barbeque pits?

Yes No Date: ____/____/____

6. Do you enforce the 10 foot barbeque pit ordinance?

Yes No Date: ____/____/____

7. Do you notify your residents that fireworks are illegal in the City of Houston?

Yes No Date: ____/____/____

8. Do you practice fire drills with your residents?

Yes No Date: ____/____/____

9. Do you have any type of fire plan for your residents?

Yes No

10. Steps you have taken to provide better fire safety for your residents: _____

_____ Date: ____/____/____

For more information call the

Houston Fire Marshal 713-865-7100

or to order a copy of the Apartment Fire Safety CD, contact:

The Houston Fire Department Community Outreach

500 Jefferson, Suite 1600 • Houston, Texas 77002

713-495-7900 • Fax: 713-646-5321

or visit www.houstonfire.org

APARTMENT MANAGERS...

...HOW SAFE ARE YOUR RESIDENTS?



THE HOUSTON FIRE DEPARTMENT

presents

APARTMENT FIRE SAFETY

A Comprehensive Fire Safety Program For Apartment Managers & Their Tenants. Designed By The Houston Fire Department





The Houston Fire Department is waging war against costly and deadly apartment fires. We are calling upon all apartment management companies to join our campaign to eliminate this enemy which produced over \$25,000,000 in damages in 2004-2005 and takes an average of 6 lives per year.

As owners and managers of thousands of properties in the Houston area, you are on the Front Line in the battle against this formidable adversary.

Proactive vs. Reactive

Don't become a statistic. It is always better to prevent a fire than have to deal with one. Don't wait for a fire to happen!

What You Can Do As Apartment Managers-

- Inspect your property including the access gates- Please take the necessary time to complete the fire safety check list on this brochure. Once you complete the list, take steps to correct any problems you encounter during your inspection. Call the Houston Fire Marshal at 713-865-7100 for help with your inspection questions. Visit www.houstonfire.org for all Apartment Standards and Codes.
- Involve your residents- Keep them informed and aware of potential fire dangers. Practice fire drills, fire extinguisher use and other proactive programs.



APARTMENT FIRE SAFETY CD

The Houston Fire Department has created a powerful weapon for you to use in the battle against apartment fires. The Apartment Fire Safety Compact Disc.

This disc contains 15 different educational bulletins, in English and Spanish, for you to distribute to all of your residents. Place them in your property newsletter, rental notices, door hangers or any other method you wish. Each publication contains important information on such topics as:

Cooking Safety, Candle Safety, Smoke Detectors, Calling 9-1-1, Carbon Monoxide and more. There are even flyers on Pool Safety, Heart Attacks, Medical Emergencies, Choking Emergencies & HFD's FireStoppers Program. Each flyer contains easy to read bulleted information with the latest in fire prevention information. Each flyer prints 2 per regular size sheet of paper to save you money. And this disc is provided to you FREE by the Houston Fire Department. For your FREE copy of the Apartment Fire Safety CD or more information to help you in the war against apartment fire please contact the Houston Fire Department Community Outreach Division at 713-495-7900 or visit www.houstonfire.org.

This is a battle we can win if we fight it... together!



Apartment Fire Safety Check List-

The following is designed to help you inspect your property by listing common problem areas that may lead to fire or may cause the firefighters to be delayed if they are called. Please check the boxes that apply and the date when you performed the inspection.

Address-

1. Is your address visible from the street day or night?
 Yes No Date: ___/___/___
2. Are the apartment building numbers visible day or night?
 Yes No Date: ___/___/___
3. Are the apartment unit numbers visible day or night?
 Yes No Date: ___/___/___
4. Do you have a site map located at the entrance to the property?
 Yes No Date: ___/___/___
5. Are any after hours contact numbers visible?
 Yes No Date: ___/___/___

Security Gates-

Be sure to have all proper permits for your access gates and 9-1-1 box.

1. If your property has an access/security gate does it have a 9-1-1 box?
 Yes No Date: ___/___/___
2. Is your 9-1-1 box locked?
 Yes No Date: ___/___/___
3. Your 9-1-1 box should contain:
 - Emergency Keys
 Yes No Date: ___/___/___
 - Access Door Lock
 Yes No Date: ___/___/___
 - Gate/Barrier Release or Gate Deactivation Device
 Yes No Date: ___/___/___
4. Do your gates open to offer 28 feet of clearance? Please refer to HFD Standards and Codes at www.houstonfire.org.
 Yes No Date: ___/___/___
5. Is your gate clearance free from obstructions such as parked cars, vegetation, equipment etc...
 Yes No Date: ___/___/___
6. Overall condition of your gates-
 Excellent Fair Poor Date: ___/___/___
7. Does your Gate/Barrier Release function properly?
 Yes No Date: ___/___/___