Hotel/Motel Annual Inspection Checklist

This inspection checklist is provided as a courtesy to assist with your Annual Fire & Life Safety Inspection requirements

Facility Name: _____ **Email Address:** _____

Address: _____ **Phone Number:** _____

City, State & Zip: _____ **Date:** _____

Contact Name: _____

P	F	N/A	General Housekeeping Precautions
☐	☐	☐	Accumulation of combustible waste materials - 304.1
☐	☐	☐	Weeds, grass, vines capable of being ignited - 304.1.2
☐	☐	☐	Proper storage of combustible rubbish - 304.2
☐	☐	☐	Containers of combustible rubbish in proper locations - 304.3
☐	☐	☐	Compliance with open flame, fire & burning - 308.1
☐	☐	☐	Vehicle impact protection general - 312.1
☐	☐	☐	Fueled equipment (lawn equipment, generators, etc.) - Section 313
☐	☐	☐	Storage maintained 18" below sprinkler deflector - 315.2.1
☐	☐	☐	Storage in electrical, boiler, mechanical rooms, etc. - 315.3.3

P	F	N/A	Emergency Planning & Fire Service Features
☐	☐	☐	Fire safety evacuation plan in each guest's room - Section 404
☐	☐	☐	Emergency evacuation plans @ front desk - Section 404
☐	☐	☐	Site Plan, exterior & interior @ Front Desk - Section 404
☐	☐	☐	Fire apparatus access roads - Section 503
☐	☐	☐	Fire apparatus access obstructions (vehicles parked in fire lane) - 503.4
☐	☐	☐	Fire apparatus access markings - 503.3
☐	☐	☐	Access to building openings & roofs - Section 504
☐	☐	☐	Address visible from street (6" letters) - 505.1
☐	☐	☐	Door numbers are visible from outside walkway - 505.1
☐	☐	☐	Key box access & verification of necessary keys - Section 506
☐	☐	☐	Fire protection water supplies - Section 508
☐	☐	☐	Fire Post/utility equipment access/identification - Section 509

P	F	N/A	Electrical Equipment & Wiring Hazards
☐	☐	☐	Electrical wiring to NFPA 70, current edition - Section 605
☐	☐	☐	Proper illumination of elect., boiler, mechanical rooms, etc. - 605.2
☐	☐	☐	Working space & clearance of electrical service equip. - 605.3
☐	☐	☐	Proper identification & labeling of doors - 605.3.1
☐	☐	☐	Proper use of extension cords - 605.5
☐	☐	☐	Unapproved condition (missing cover/switches, outlets, etc) - 605.6

P	F	N/A	Separation of Combustible Materials
☐	☐	☐	Separation of incompatible materials - 5003.9.8
☐	☐	☐	Storage cabinets for flammable liquids - 5704.3

P	F	N/A	Fire Protection
☐	☐	☐	Fire alarm system maint. in operative condition (annual insp) - 907.8
☐	☐	☐	Access control drops out upon alarm or power loss - 907.8
☐	☐	☐	Offsite monitoring service of systems (annual insp) - 907.6.5
☐	☐	☐	Sprinkler system maint. in operative condition (annual insp) - 901.6
☐	☐	☐	Hood suppression maint. in operative condition (annual insp) - 904.11
☐	☐	☐	Excessive grease build-up & cleaning records 96-116.1
☐	☐	☐	Extinguishers maint. in operative condition (annual insp) - 906.2.3
☐	☐	☐	Extinguishers unobstructed & unobscured - 906.6
☐	☐	☐	Extinguisher hangers, brackets & cabinets - 906.6
☐	☐	☐	Access to fire department connections - 912.3
☐	☐	☐	Locking FDC connection caps - 912.3.1
☐	☐	☐	Clear space around FDC connections - 912.3.2

P	F	N/A	Means of Egress
☐	☐	☐	Means of egress obstructed (reduced or blocked) - 1003.6
☐	☐	☐	Emergency lighting - Section 1006
☐	☐	☐	Door swing direction - 1008.1.2
☐	☐	☐	Door opening force - 1008.1.3
☐	☐	☐	Door locks & latches - 1008.1.9.3
☐	☐	☐	Access controlled egress doors - 1008.1.9.8
☐	☐	☐	Panic & fire exit hardware maintenance - 1008.1.10.1
☐	☐	☐	Exit Signs - Section 1011

P	F	N/A	Fire Resistance & Rated Construction
☐	☐	☐	Penetrations sealed in floors, walls & ceilings (missing tiles) - 703.1
☐	☐	☐	Hold-open and closer devices (door holders, dampers, etc.) - 703.2.2
☐	☐	☐	Door operations - 703.2.3

P	F	N/A	Other
☐	☐	☐	Discontinuing operation of unsafe appliances - 603.1
☐	☐	☐	Compressed gas cylinders secured from falling - 5303.5.3
☐	☐	☐	Elevator operation, service, signs & keys (TDLR) - Section 607
☐	☐	☐	Backflow prevention devices comply with (IPC) & - 903.3.5
☐	☐	☐	Emergency 911 phone by the pool
☐	☐	☐	Safety Signage

Comments: _____

Inspector's Name: _____ **Responsible Person:** _____

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Hotel Engineering Daily Checklist

RS Peters

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