



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: _____
 Address: _____
 City, State & Zip: _____
 Contact Name: _____

Email Address: _____
 Phone Number: _____
 Date: _____

P	F	N/A	General Housekeeping Precautions
---	---	-----	----------------------------------

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Accumulation of combustible waste materials - 304.1 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Woods, glass, vases capable of being ignited - 304.1.2 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proper storage of combustible rubbish - 304.2 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Containers of combustible rubbish in proper locations - 304.3 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Compliance with open flame, fire & burning - 308.1 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vehicle impact protection general - 312.1 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fueled equipment (Lawn equipment, generators, etc.) - Section 313 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storage maintained 18" below sprinkler deflector - 315.2.1 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storage in electrical, boiler, mechanical rooms, etc. - 315.2.2 |

P	F	N/A	Emergency Planning & Fire Service Features
---	---	-----	--

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

P	F	N/A	Electrical Equipment & Wiring Hazards
---	---	-----	---------------------------------------

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electrical wiring to NFPA 70, current edition - Section 605 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proper illumination of elect., boiler, mechanical rooms, etc. - 605.2 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Working space & clearance of electrical service equip. - 605.3 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proper identification & labeling of doors - 605.3.1 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proper use of extension cords - 605.5 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Unapproved condition (missing covers, switches, outlets, etc.) - 605.6 |

P	F	N/A	Separation of Combustible Materials
---	---	-----	-------------------------------------

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Separation of incompatible materials - 5003.9.8 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storage cabinets for flammable liquids - 5704.3 |

P	F	N/A	Fire Protection
---	---	-----	-----------------

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire alarm system main, in operative condition (current tag) - 907.6 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Access control drops out upon alarm or power loss - 907.8 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Offsite monitoring service of systems (current tag) - 907.6.5 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler system main, in operative condition (current tag) - 904.6 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Flood suppression main, in operative condition (current tag) - 904.1.1 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Excessive grease build-up & cleaning records 96-1.1.6.1 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Extinguishers main, in operative condition (current tag) - 906.2.1 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Extinguishers unobstructed & unobscured - 906.6 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Extinguisher hangers, brackets & cabinets - 906.6 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Access to fire department connections - 912.3 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Locking FDC connection caps - 912.3.1 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Clear space around FDC connections - 912.3.2 |

P	F	N/A	Means of Egress
---	---	-----	-----------------

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Means of egress obstructed (reduced or blocked) - 1003.6 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Emergency lighting - Section 1006 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Door swing direction - 1008.1.2 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Door opening force - 1008.1.3 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Door locks & latches - 1008.1.9.3 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Access controlled egress doors - 1008.1.9.8 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Panic & fire exit hardware maintenance - 1008.1.10.1 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exit Signs - Section 1011 |

P	F	N/A	Fire Resistance & Rated Construction
---	---	-----	--------------------------------------

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Penetrations sealed in floors, walls & ceilings (missing clay) - 703.1 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hold open and closer devices (door holders, dampers, etc.) - 703.2.2 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Door operations - 703.2.3 |

P	F	N/A	Other
---	---	-----	-------

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Discontinuing operation of unsafe appliances - 603.1 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Compressed gas cylinders secured from falling - 5303.5.3 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Elevator operation, service, signs & keys (TDS.R) - Section 607 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Backflow prevention devices comply with (BPC) & - 903.3.5 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Emergency 911 phone by the pool |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Safety Signage |

Comments: _____

Inspector's Name: _____

Responsible Person: _____

Hotel Engineering Daily Checklist

Michael Rajnik



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