



## GRAAFSCHAP FIRE DEPARTMENT RENTAL INSPECTION CHECKLIST

*Please ensure compliance with the entire checklist PRIOR to scheduling your fire safety inspection. Violations found upon initial inspection may require a re-inspection and additional fees.*

1. Every bedroom and common area on every floor in a rental unit shall have an operational smoke alarm that is tested every 90 days to ensure that it remains operational.
2. Every floor in a rental unit shall have at least one operational carbon monoxide detector that is tested every 90 days to ensure that it remains operational.
3. Every rental unit shall have a working fire extinguisher on every occupied floor.
4. Every habitable space in a rental unit shall comply with the requirements of the International Property Maintenance Code, as adopted by the Township, regarding the sizes of windows and their use as a means of egress (Minimum dimensions of egress windows shall be 24" in height, and 20" in width) and have not less than one window of the approved size facing directly to the outdoors or to a court.
5. Every rental unit shall have at least one hard-surface off-street parking space for every two bedrooms, and vehicles shall not be parked in the rental unit's driveway in a manner to prevent emergency vehicle access to the rental unit.
6. The maximum occupancy of a rental unit shall not exceed two persons per bedroom or the occupancy limits of the International Property Maintenance Code, as adopted by the Township, whichever is greater (Maximum 16 persons, unless a special use is approved by the Planning Commission).
7. Every rental unit shall have adequate trash receptacles and a contract in effect with a waste hauler licensed to operate within the Township.
8. All campfires shall be maintained in designated fire pits and shall comply with all applicable fire codes and all applicable township ordinances. Charcoal burners and other open flame cooking devices shall not be operated within 10 feet of flammable/combustible materials.
9. Every rental unit shall be maintained in a clean, sanitary, and livable condition.
10. Every rental unit shall have its street address prominently displayed to assist any emergency responders the rental unit. The address numbers shall be visible from accessing road, at least 4" tall, with contrasting colors, or on a green address sign.
11. Fire safety plans shall be posted on each floor of every rental unit adjacent to the main egress travel path and shall include the following information:
  - (a) The procedure for reporting a fire or other emergency (i.e. in case of emergency call 911).
  - (b) Current address and the location of the rental unit.
  - (c) Floor plans identifying the following: Exits, Primary evacuation routes, Secondary evacuation routes, and portable fire extinguishers.
12. Every rental unit shall be insured as a commercially rented property, with a liability policy of at least \$1,000,000. During the inspection a copy of the insurance shall be available upon request.



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*Additional items the Fire Department will be checking during the Fire Safety Inspection include the follow:*

1. Recommend maintaining a minimum of 36" clearance on all sides of fuel fired appliances to the storage of combustibles.
2. Extension cords should not be a substitute for permanent wiring.
3. Basements and attached garages should be free of flammable liquid storage (i.e. solvent, thinners, oil paints, gasoline, propane, etc.).
4. Exits should be maintained free of obstructions, including ice and snow.
5. Holes in walls, ceilings, and doors should be repaired to maintain the fire resistive rating of the barrier.
6. Electrical hazards should be abated (Cover plates, no open wiring, junction boxes).
7. All railings for stairways and decks should be in place and stable.
8. Recommend that fire extinguishers be a minimum of a 2A10BC rating, installed and mounted on an approved hanger within the egress path on each level of the structure.



**Can we find you in an emergency?**