

RESIDENTIAL APARTMENT BUILDINGS

FIRE SAFETY HANDBOOK

A PRACTICAL GUIDE FOR



**BUILDING MANAGERS
& STAFF**

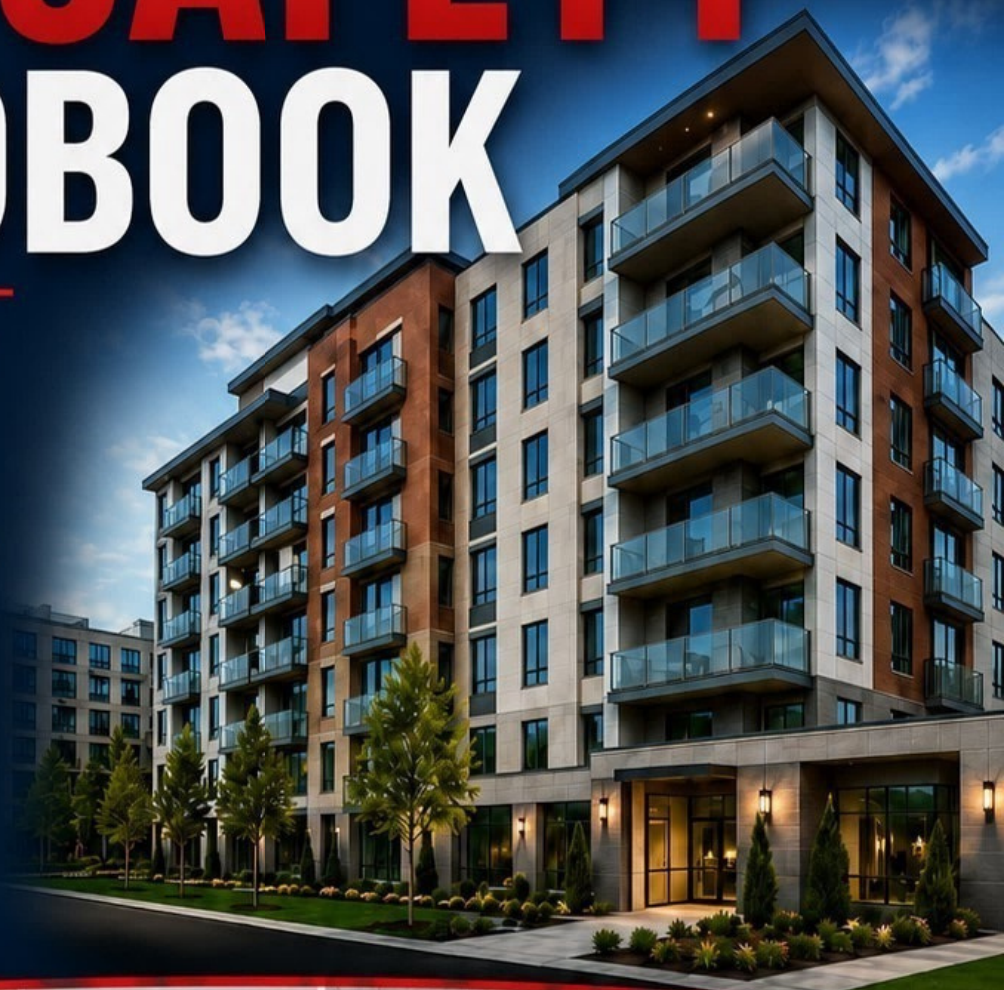


PROPERTY MANAGERS



BUILDING OWNERS

- ✓ FIRE PROTECTION SYSTEMS
- ✓ EMERGENCY PROCEDURES
- ✓ FIRE PREVENTION
- ✓ BUILDING INSPECTIONS
- ✓ FIREFIGHTER OPERATIONS



FIRE EXTINGUISHERS



FIRE ALARM SYSTEMS



SPRINKLER SYSTEMS



STANDPIPE SYSTEMS



**EMERGENCY LIGHTING
& EXIT SIGNS**



PROTECT LIVES

Understand the systems
and procedures that
save lives.



PREVENT FIRES

Identify hazards and
reduce the risk of
fire in your building.



BE PREPARED

Know what to do
before, during, and
after an emergency.



SUPPORT RESPONDERS

Provide firefighters with
the information they
need quickly.



STAY COMPLIANT

Maintain systems,
records, and inspections
with confidence.

RESIDENTIAL APARTMENT BUILDINGS



**PRACTICAL.
STRATEGIC.
FORWARD.**

AS THE PROPERTY MANAGER, YOU ARE OFTEN THE FIRST PERSON NOTIFIED AND THE KEY TO EFFECTIVE FIRE SAFETY AND BUILDING OPERATIONS.

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YOUR ROLE IS CRITICAL



You are responsible for daily building operations and maintenance that directly impact fire safety, resident well-being, and emergency readiness.

KEY RESPONSIBILITIES

**Be observant.**

Notice and report hazards, unsafe conditions, or system problems.

**Take action.**

Address issues right away and report anything beyond your scope.

**Communicate.**

Keep residents informed and follow up with staff, contractors, and authorities.

**Document.**

Keep logs, records, and inspection information up to date.

**Be prepared.**

Ensure emergency procedures are current and staff are trained.

KNOW YOUR BUILDING & SYSTEMS

**FIRE ALARM PANEL**

Know the location and check for alarms, trouble signals and system status.

**SPRINKLER ROOM**

Know the location and ensure it is accessible and clear.

**FIRE DEPARTMENT CONNECTION (FDC)**

Know the location keep it visible and unobstructed.

**EXIT STAIRWELLS**

Ensure exits are clear of storage and obstructions.

**ELEVATORS**

Know basic operation and recall procedure during an emergency.

**EMERGENCY LIGHTING & EXIT SIGNS**

Walk the building regularly and report outages.



PERFORM REGULAR CHECKS

✓ Walk the building regularly.

✓ Check that exits, doors and corridors are clear.

✓ Ensure fire doors close properly.

✓ Report any hazards or deficiencies immediately.

✓ Verify fire safety equipment is accessible.

DURING AN EMERGENCY

**1. ASSESS THE SITUATION**

Determine the nature and location of the emergency.

**2. ALERT OCCUPANTS**

Activate the fire alarm (if required) and warn others.

**3. CALL 9-1-1**

Provide clear information to the Fire Department.

**4. ASSIST & ACCOUNT**

Assist occupants if safe to do so and account for residents if possible.

**5. MEET RESPONDERS**

Meet firefighters outside and provide building information.

**6. FOLLOW INSTRUCTIONS**

Follow directions from the Fire Department and your emergency procedures.



YOUR ACTIONS CAN SAVE LIVES.
STAY CALM. STAY SAFE.

SUPERINTENDENT PRIORITIES



• Conduct daily building walkthroughs and stay alert to conditions.



• Keep exits, corridors, and stairwells clear and accessible.



• Check service rooms and ensure fire equipment access is clear.



• Report hazards and deficiencies promptly.



• Support a safe, secure environment for all residents.

CONTRACTOR & SERVICE SUPPORT



• Provide access to fire alarm, sprinkler, extinguisher and emergency lighting service.



• Communicate any outages or system impairments to management.



• Follow up on reported deficiencies until resolved.



• Keep service reports and inspection documentation available.



• Coordinate repairs and maintenance safely and efficiently.

COMMUNICATION WITH RESIDENTS



• Share important fire safety information with residents.



• Report hazards to management quickly.



• Remind residents to keep halls and stairs clear.



• Support evacuation instructions and emergency plans.



• Encourage prompt reporting of concerns or unsafe conditions.

DAILY / WEEKLY OVERSIGHT



Inspect common areas and reported problem areas.



Check exits and stairwells for obstructions.



Ensure fire doors are not propped open.



Monitor housekeeping in electrical and mechanical rooms.



Watch for unsafe storage, damage, or tampering.

RECORDS & DOCUMENTATION



Keep daily notes and maintenance logs current.



Report deficiencies and track follow-up actions.



Document complaints related to fire safety.



Maintain service reports and contractor information.



Track unresolved issues and ensure closure.

SUPERINTENDENT BOTTOM LINE



A strong superintendent helps keep systems maintained, hazards controlled, residents informed and the building ready.

IN AN EMERGENCY



✓ Stay calm.

✓ Follow building procedures.

✓ Call 9-1-1.

✓ Alert others if required.

✓ Meet responders and provide information.



KNOW YOUR BUILDING



KNOW YOUR SYSTEMS



KNOW YOUR ROLE



KEEP EVERYONE SAFE



MONTHLY FIRE EXTINGUISHER INSPECTIONS

A Quick Visual Inspection Can Identify Problems Before an Emergency

1 CHECK LOCATION



Verify the extinguisher is:

- ✓ In its designated location
- ✓ Clearly visible
- ✓ Easily accessible
- ✓ Not blocked by storage or furniture

2 CHECK THE PRESSURE GAUGE



- ✓ Verify the gauge needle is in the green operating zone.
- ✗ If the needle is in the red zone:
 - Report immediately
 - Arrange service

3 CHECK THE SAFETY PIN



Verify:

- ✓ Pin is installed
- ✓ Tamper seal is intact
- ✓ Handle is undamaged

4 CHECK FOR DAMAGE



Look for:

- ✓ No dents
- ✓ No corrosion
- ✓ No leaks
- ✓ No damaged hose
- ✓ No damaged nozzle

5 CHECK THE INSPECTION TAG



Verify:

- ✓ Inspection tag is present
- ✓ Annual maintenance is current
- ✓ Previous inspections are documented

6 REPORT DEFICIENCIES



Remove from service and report immediately if:

- ✗ Missing
- ✗ Damaged
- ✗ Discharged
- ✗ Low pressure
- ✗ Corroded
- ✗ Missing safety pin

7 DOCUMENT THE INSPECTION



Record:

- ✓ Date
- ✓ Inspector name
- ✓ Extinguisher location
- ✓ Deficiencies found
- ✓ Corrective actions taken

8 KEY TAKEAWAY



- 🔥 Fire extinguishers should be visually inspected every month.
- 🔥 Ensure they are accessible, fully charged, undamaged, and ready for use.
- 🔥 Report any deficiencies immediately.



LOOK



CHECK



DOCUMENT



REPORT



BE PREPARED



STAY ALERT



TAKE ACTION



KEEP EVERYONE SAFE

DAILY & MONTHLY FIRE ALARM SYSTEM CHECKS

Small Checks Today Help Prevent Big Problems Tomorrow



DAILY CHECKS

1. CHECK THE FIRE ALARM CONTROL PANEL



- ✓ Verify the panel indicates:
- ✓ Normal
- ✓ Power On
- ✓ No Fire Alarm Signals
- ✓ No Supervisory Signals
- ✓ No Trouble Signals

2. INVESTIGATE PROBLEMS IMMEDIATELY



If the panel indicates:

- Fire Alarm (deemed a false alarm by the fire department)
- Supervisory
- Trouble



Contact your designated fire alarm service provider immediately.

Do not ignore any signal displayed on the panel.

3. ENSURE ACCESS



Verify access to:

- ✓ Fire Alarm Control Panel
- ✓ Annunciator Panel (if equipped)
- ✓ Sprinkler Room
- ✓ Electrical Rooms
- ✓ Fire Department Access Routes
- ✓ All required keys and access are available



MONTHLY EXAMPLE ROUTINE-CHECK PROGRAM

Use a documented example routine-check program as a guide only.

Testing frequency and requirements must follow applicable code, standards and system procedures.

Device activation and functional testing must only be performed by trained and authorized personnel.

1. VISUAL INSPECTION



Verify:

- ✓ Panel is operating normally
- ✓ No physical damage
- ✓ All indicators functioning
- ✓ Panel is accessible
- ✓ Panel area is clean and unobstructed

2. TEST FIRE ALARM DEVICES (EXAMPLE)



Test a sample of devices as outlined in your system procedures.

EXAMPLES:

- ▶ Pull Stations
- ▶ Smoke Detectors
- ▶ Heat Detectors
- ▶ Horn / Strobes
- ▶ Other Devices

3. BEFORE TESTING



Before activating any device, notify:

- ✓ Monitoring Company
- ✓ Building Staff (as required)



CONTACT FIRE DEPARTMENT

Contact your local Fire Department (non-emergency) dispatch number to advise that testing will be taking place to prevent a false alarm. (Some systems may not be monitored.)

4. DURING TESTING



Confirm:

- ✓ Alarm sounds throughout building
- ✓ Horns operate
- ✓ Bells operate
- ✓ Speakers operate
- ✓ Strobes operate
- ✓ Alarm signal appears at panel
- ✓ Monitoring company receives signal (if monitored)

5. AFTER TESTING



- ✓ Reset fire alarm system
- ✓ Confirm monitoring company has restored monitoring
- ✓ Document testing results

6. DOCUMENTATION



Record:

- ✓ Date
- ✓ Time
- ✓ Devices tested
- ✓ Test results
- ✓ Deficiencies found
- ✓ Corrective actions taken
- ✓ Inspector name



REPORT DEFICIENCIES

Contact your fire alarm service provider immediately if:



Device fails to operate



Trouble signal remains



Supervisory signal remains



Monitoring signal fails



Notification devices fail



System cannot be reset



KEY TAKEAWAY



Check the fire alarm panel every day.



Test a manual pull station monthly on a rotational basis.



Report deficiencies immediately.



Document all inspections and testing.



CHECK
Check daily



TEST
Test monthly



DOCUMENT
Document results



REPORT
Report problems

FIRE DOORS AND FIRE SEPARATIONS

PROTECT BUILDINGS. SAVE LIVES.

Fire doors and fire separations contain fire and smoke, protecting occupants and giving everyone more time to escape.

IN THIS CHAPTER

-  WHY FIRE DOORS MATTER
-  FIRE DOOR COMPONENTS
-  FIRE SEPARATIONS
-  COMMON DEFICIENCIES
-  MAINTENANCE & INSPECTIONS
-  SUPERINTENDENT RESPONSIBILITIES

WHY FIRE DOORS MATTER



FIRE DOOR COMPONENTS



NEVER DO THE FOLLOWING



FIRE SEPARATIONS



COMMON DEFICIENCIES



SUPERINTENDENT RESPONSIBILITIES



FIRE DOOR & FIRE SEPARATION MAINTENANCE CHECKLIST

ITEM	WHAT TO CHECK	FREQUENCY	ACCEPTABLE CONDITION
 DOORS	Door closes completely and latches from the latch side.	 MONTHLY	Door closes fully, latches securely, no gaps around door.
 SELF-CLOSING DEVICES	Door closer works properly. Door closes smoothly.	 MONTHLY	Door closes and latches without assistance.
 LATCHES	Latch engages and holds the door securely.	 MONTHLY	Latch engages fully. No damage or looseness.
 HARDWARE	Hinges and hardware are secure and undamaged.	 MONTHLY	All hardware is secure, intact and fire-rated.
 FIRE SEPARATIONS	Walls and assemblies are intact. No holes or damage.	 MONTHLY	No holes, cracks or unauthorized penetrations.
 FIRESTOPPING	Penetrations are properly sealed with approved firestopping.	 MONTHLY	Firestopping is intact and matches the tested assembly.

✓ Keep a record of all inspections and corrective actions.

WHY THIS MATTERS

A closed fire door can mean the difference between a small contained incident and a building-wide emergency.

-  CONTAIN FIRE AND SMOKE
-  BUY TIME FOR EVACUATION
-  PROTECT LIVES AND PROPERTY

KEEP FIRE DOORS CLOSED. RESPECT FIRE SEPARATIONS. SAVE LIVES.

CHAPTER 22

WHAT FIREFIGHTERS WISH EVERY SUPERINTENDENT KNEW

YOUR KNOWLEDGE. OUR SAFETY. BETTER OUTCOMES.
WORKING TOGETHER TO PROTECT PEOPLE AND PROPERTY.

IN THIS CHAPTER



KNOW YOUR
BUILDING



KNOW YOUR
FIRE ALARM
PANEL



KNOW YOUR
SPRINKLER
ROOM



KEEP
STAIRWELLS
CLEAR



KNOW WHO
MAY NEED
ASSISTANCE



DON'T RESET
SYSTEMS TOO
QUICKLY



BUILDING STAFF ARE KEY PARTNERS DURING EMERGENCIES.

Clear, accurate information helps emergency responders act quickly, safely, and effectively.



A QUICK REFERENCE FOR EMERGENCY RESPONDERS



CRITICAL BUILDING INFORMATION

Provides essential building details to help responders act quickly and safely.



KEY SYSTEM LOCATIONS

Identifies locations of shutoffs, fire protection systems and other important equipment.



EMERGENCY CONTACTS

Lists important contacts for building staff, contractors and service providers.



EASY TO FIND. EASY TO USE.

Clear and concise information helps save time in an emergency.



SUPPORTS FIRE SAFETY

Improves response effectiveness and supports a safer building for everyone.

THIS INFORMATION MAY INCLUDE:



BUILDING INFORMATION

Key details about the building and occupancy.



UTILITY SHUTOFFS

Locations of gas, water, electrical and other shutoff points.



FIRE PROTECTION SYSTEMS

Locations of alarms, sprinkler risers, valves and fire pumps.



FIRE ALARM PANEL

Panel location and control information.



FLOOR PLANS & ACCESS POINTS

Floor layouts, entrances, elevators and HVAC shutoffs.



IMPORTANT CONTACTS

Emergency contacts and service provider information.



YOU KNOW YOUR BUILDING BEST.
SHARE THAT KNOWLEDGE WITH US.
TOGETHER, WE KEEP EVERYONE SAFE.



QUICK REFERENCE FOR SUPERINTENDENTS



Be prepared



Be available



Provide clear
information



Follow
procedures



Work together
Stay safe



THANK YOU.

Your partnership
saves lives.

CLEAR INFORMATION. FASTER RESPONSE.
A SAFER BUILDING FOR EVERYONE.



FIRE PREVENTION AND GOOD HOUSEKEEPING

A CLEAN, ORGANIZED BUILDING IS A SAFER BUILDING.
PREVENT FIRES. PROTECT PEOPLE. PROTECT PROPERTY.



Good housekeeping is one of the most effective ways to prevent fires.

Most fires are preventable. Simple daily habits and a clean, organized environment greatly reduce fire risks.



COMMON CAUSES OF FIRES



Accumulation of trash, paper and other combustibles



Electrical cords and equipment misuse or overload



Improper storage of flammable or combustible materials



Cooking unattended



Smoking in non-designated areas



Lack of maintenance and poor housekeeping

GOOD HOUSEKEEPING PRACTICES



KEEP IT CLEAN

- Remove trash, paper and debris daily.
- Clean up spills immediately.



KEEP IT ORGANIZED

- Store materials neatly and in designated areas.
- Keep aisles, exits and work areas clear.



STORE SAFELY

- Store flammable liquids in approved containers.
- Keep combustibles away from heat sources.



USE ELECTRICAL EQUIPMENT SAFELY

- Do not overload outlets.
- Inspect cords and equipment regularly.



MAINTAIN EQUIPMENT AND FACILITIES

- Keep equipment clean and in good working order.
- Report and repair hazards promptly.



PRACTICE DAILY

- Make good housekeeping a daily habit.
- Everyone is responsible for a safe environment.

KEEP THESE AREAS CLEAR



Exits and exit access paths



Stairways and landings



Fire alarm pull stations



Fire extinguishers and hose cabinets



Electrical panels and equipment



Sprinkler heads and detection devices

WHAT TO DO WITH COMBUSTIBLE MATERIALS



- ✓ Keep only what is necessary.
- ✓ Store in approved containers and cabinets.
- ✓ Keep away from heat, sparks and open flames.
- ✓ Dispose of waste materials regularly.
- ✓ Recycle when possible.

HAZARDOUS MATERIALS

- ✓ Read labels and follow instructions.
- ✓ Store only allowed quantities.
- ✓ Keep containers closed when not in use.
- ✓ Store in approved, well-ventilated areas.
- ✓ Do not mix incompatible materials.



GOOD HOUSEKEEPING CHECKLIST



Work areas clean and organized



Aisles and exits clear



Trash removed regularly



Materials stored safely



Equipment in good condition



Hazards reported promptly

EVERYONE HAS A ROLE



Good housekeeping is a team effort. By working together, we prevent fires and keep our building safe for everyone.



REMEMBER

- Don't let today's cleanup become tomorrow's hazard.
- Take a few minutes each day to clean, organize and check for hazards.

BENEFITS OF GOOD HOUSEKEEPING

- ✓ Reduces fire risk
- ✓ Improves safety
- ✓ Increases efficiency
- ✓ Creates a positive work environment
- ✓ Protects lives and property



**GOOD HOUSEKEEPING TODAY
PREVENTS FIRES TOMORROW.**



**IN AN EMERGENCY
CALL 911**
FIRE • POLICE • MEDICAL