

Apartment Building Fire Safety Manager Checklist

A practical management-level checklist for apartment owners, property managers, building managers and superintendents.

USE THIS AS A PRACTICAL VISUAL / MANAGEMENT CHECK

This is a management aid, not a code inspection checklist. Use it with the building Fire Safety Plan, required inspection/testing/maintenance program and local requirements.

BUILDING CONDITIONS AND ACCESS

- ☐ Required exit routes and exit doors appear clear and usable; report or correct obstructions promptly.
- ☐ Required fire doors are not blocked, wedged or improperly held open.
- ☐ Fire-alarm equipment, extinguishers, sprinkler/standpipe controls and other fire-protection equipment are accessible where applicable.
- ☐ Combustible storage, waste and housekeeping conditions are being controlled in common/service areas.
- ☐ Access for firefighters, keys and emergency contact arrangements are current where provided.

MANAGEMENT FOLLOW-THROUGH

- ☐ Known deficiencies have an assigned owner, target date and documented follow-up.
- ☐ Required inspection, testing and maintenance is scheduled/completed by qualified persons as applicable.
- ☐ Contractor reports and service records are reviewed, not simply filed.
- ☐ Changes to rooms, storage, equipment or building use are reviewed for fire-safety impact.
- ☐ Staff understand how to report damaged, impaired or abnormal fire-protection equipment.

EMERGENCY READINESS

- ☐ Staff know the building emergency procedures and their assigned responsibilities.
- ☐ Fire-watch procedures are understood for system impairments, including who can assign, conduct and end the fire watch.
- ☐ Emergency information is current and accessible to trained and authorized staff.
- ☐ Staff know when to call emergency services and not to delay reporting while investigating.
- ☐ The Fire Safety Plan/site procedures are current and available as required.