

Apartment Fire Safety Records Checklist

A practical records review for owners and property-management teams.

USE THIS AS A PRACTICAL VISUAL / MANAGEMENT CHECK

This checklist helps organize records; it does not establish the inspection/testing frequency or retention period for any jurisdiction.

RECORDS TO KEEP ORGANIZED

- ☐ Inspection, testing and maintenance reports for applicable fire-protection systems and equipment.
- ☐ Fire-alarm, sprinkler/standpipe, extinguisher, emergency-lighting and other service records as applicable.
- ☐ Fire-watch logs, impairment notices and restoration documentation.
- ☐ Deficiency reports, corrective work orders and evidence of closure.
- ☐ Staff training, drill and emergency-preparedness records where required or used by the site program.
- ☐ Contractor reports, invoices and recommendations related to fire/life safety.
- ☐ Fire Safety Plan review/update records and approvals where applicable.
- ☐ Emergency contact / building information updates.

MANAGER REVIEW

- ☐ Dates and frequencies align with the requirements that apply to the building.
- ☐ Reports identify outstanding deficiencies and responsibilities clearly.
- ☐ Older unresolved issues are escalated rather than repeatedly carried forward.
- ☐ Records are stored so authorized staff can retrieve them when needed.
- ☐ Retention periods follow applicable requirements, policy and AHJ direction.