

Property Manager Fire Safety Responsibilities - Quick Reference

A concise reminder of the management systems that support everyday fire safety in an apartment building.

USE THIS AS A PRACTICAL VISUAL / MANAGEMENT CHECK

Use this resource to support site-specific procedures and staff discussions. It does not replace required training, inspections, testing or qualified service.

KNOW WHAT APPLIES TO THE BUILDING

- ☐ Know the building Fire Safety Plan, emergency procedures and staff assignments where applicable.
- ☐ Understand which responsibilities belong to the owner, property manager, superintendent, contractors and other parties.
- ☐ Confirm required records, inspections, testing, maintenance and training are being completed on the required schedule.

CONTROL DEFICIENCIES AND IMPAIRMENTS

- ☐ Create a clear process for reporting deficiencies and abnormal conditions.
- ☐ Assign corrective actions and verify closure rather than treating "reported" as "resolved."
- ☐ Use the required impairment/fire-watch process when a fire-protection system or feature is out of service.
- ☐ Coordinate qualified service and keep restoration documentation.

KEEP PEOPLE AND INFORMATION READY

- ☐ Train staff for the duties they are expected and authorized to perform.
- ☐ Keep emergency contacts, keys/access information and critical building information current.
- ☐ Ensure staff can provide responding firefighters with useful building/system information without delaying evacuation or emergency notification.
- ☐ Review procedures after incidents, activations, impairments and material building changes.