



Northville Township Fire Department

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Apartment Fire and Life Safety Self-Inspection

Dear Sir or Madam,

Please utilize the guidelines below to educate your staff and residents of smart fire safety practices. While this is not an all-inclusive list, the items outlined will assist you in making your community safer. These are commonly found violations during inspections. Please review this form and prepare the necessary documents outlined below.

We thank you in advance for your diligence and concern for the safety of your staff, visitors and the community. Please remember that it is your responsibility to maintain your building and/or property in compliance with the Fire Code. The residents of your community rely on you, your staff and your management to provide them with a safe environment to live in. The Fire Department is authorized to conduct inspections of multi-family dwellings based on state and local laws.

General Information (applies to all buildings including clubhouse, maintenance shops, storage buildings, resident structures, etc.)

- Contact Information.** All management contact information must be updated annually or anytime there is a change. Please complete the **Commercial Property Information and Emergency Contact Form** as found on our website.
- Chemical survey.** Complete the Chemical Survey form as found on our website. This survey is not normally applicable to individual apartment buildings, but will be used for storage buildings, maintenance buildings or clubhouses.
- Fire Protection Systems.** All fire protection systems (fire alarm, fire sprinkler, fire extinguisher, etc.) must be maintained in accordance with 901.6.1. Records must be maintained on site for three (3) years (901.6.2). Access must be provided to all fire protection equipment. All records must be submitted through Inspection Reports On-Line (IROL) by your Service Provider.
- Fire sprinklers.** Fire sprinkler systems must be serviced and maintained at least annually and per NFPA 25. Records must be available at the time of inspection (901.6.2, 903.5).
- Fire department connections (FDC).** FDC's must be kept clear of obstructions, caps must be in place and they must be accessible at all times (912.2.2, 912.3).
- Fire alarm.** Fire alarm systems must be serviced and maintained at least annually and per NFPA 72. Records must be available at the time of inspection (901.6.2).
- Smoke alarms (1103.8).**
 - Smoke alarms must be installed in every sleeping room; in the hallway outside every sleeping room and on each level of the unit.
 - Smoke alarms shall not be installed within 3 feet of a bathroom that contains a bathtub or a shower, unless there is no other location to meet the requirement.
 - Smoke alarms must be interconnected within an individual dwelling (apartment) unit. They may be interconnected by either wired or wireless means. There are exceptions to existing buildings but those are limited in nature. Any repair, modification, construction, etc. will require an upgrade to interconnected devices.
 - Smoke alarms must be less than 10 years old.

- Smoke alarms must be hardwired. If hardwired smoke alarms must also have a battery backup. If an existing building does not have hardwired alarms and renovation is currently not in progress, batteries may be the sole power source.
- **Carbon monoxide alarms (IFC 915, 1103.9).**
 - Carbon monoxide alarms are required to be installed anytime there is a fuel burning appliance (gas fired appliance such as a dryer, furnace, water heater, range, etc.) in the building.
 - Carbon monoxide alarms are required even if the individual units do not have fuel fired appliances. If the furnace or water heater in the common entry is gas-fired, CO alarms are required in each unit.
 - Carbon monoxide alarms shall be provided in dwelling units and sleeping units that contain a fuel-burning appliance or fireplace.
 - Carbon monoxide alarms shall be provided in dwelling units and sleeping units that are served by fuel-burning, forced air furnace.
 - Carbon monoxide alarms may be solely battery powered.
 - If CO alarms are plugged into the building wiring, they also require a battery backup.
 - Carbon monoxide alarms do not have to be interconnected.
- **Fire extinguishers.**
 - Extinguishers shall be inspected and tagged by a professional contractor at least annually.
 - Extinguishers must be easy to identify and access at all times (906.5).
 - Extinguishers must be hung from brackets or installed in cabinets, must be 4" off other floor with the tops no higher than 5 ft. off the floor.
 - Extinguishers must be a minimum of 2A in size and spaced every 75 ft. (906.5-906.9.3).
- **Identification and addressing.**
 - Building addresses must be visible from the street, on a contrasting background, in Arabic numbers, at least 4" in height with at least 0.5" stroke width (505.1).
 - Building numbers must be displayed in a visible location.
- **Fire lanes.**
 - Signage must be provided per the Northville Township Fire Lane Standards (503.3).
 - Fire department access cannot be obstructed (503.4) and must be maintained properly (no large potholes, etc.). Roads must be all-weather and maintained all-weather.
- **Fire hydrants.** Clear space must be provided three (3) feet in all directions (507.5.5.).
- **Knox box.** Knox box keys must be updated if any changes have occurred. If a Knox-Box is not installed, one will have to be purchased and installed (506.1, 506.2).
- **Exit signs.** Exit signs must remain lit and operational at all times (1011.1, 1011.2).
- **Emergency lights.** Emergency lights must be tested monthly for at least 30 seconds. Annual tests should operate the lights for 90 minutes. Records must be provided to the fire department. Complete the NTFD Emergency Light Testing Form.
- **Labeling.** Door labels must be provided for all doors leading to electrical rooms, fire protection systems, hazardous materials, gas storage, etc. (605.3.1). Letter height must be at least 2 inches in height (ie. Riser room, FACP, etc.)
- **Smoking.**
 - Smoking is only permitted in approved areas.
 - "No Smoking" signs must be installed in a conspicuous location where smoking is prohibited.
 - Where smoking is permitted, a designated area is required that has non-combustible ash trays.
- **Exiting.**
 - All building exit doors must remain accessible, clear of obstructions, with proper handles, panic hardware, locks, etc. Slide bolts are not approved (1008.1.9.4).

- Additional fortification that prevents egress is not permitted without approval (1031.2.1).
- Doors must swing in proper direction, must close and latch. Proper aisle widths are provided.
- Doors cannot be concealed by curtains, mirrors, drapes, decorations or other materials (1008.1). The means of egress cannot be obstructed (1003.6).
- All doors must be openable from the inside (egress side) without the use of a key or special knowledge or effort (1008.1.9).
- Means of egress must be free from obstructions including snow, ice, etc. (1031.3).
- **Occupancy load signs.** Must be provided for any assembly space. Paper signs can be provided by the fire department upon request. Signs must be posted in a conspicuous location, near the main exit (1004.3).
- **Storage.**
 - Combustibles must be kept clear of ignition sources such as furnaces, water heaters, lights, appliances, etc. Distances must be a minimum of 18" away (305.1).
 - 18" of clearance must be provided below sprinkler heads. In buildings without sprinklers, a minimum clearance of 24" must be provided (315.3.1).
 - No storage under unprotected stairways.
 - Storage must be orderly (315.3).
 - Storage in attics and concealed spaces is not permitted unless the storage side has a 1 hour fire resistant construction and openings are protected by rated, self-closing assemblies (315.3.4).
 - No storage permitted in exits or enclosures for stairways and ramps (315.3.2).
 - Combustible materials shall not be stored in boiler, mechanical or electrical rooms (315.3.3).
 - Oily rags or similar must be stored in approved metal containers with self-closing lids (304.3.1).
- **Electrical hazards.**
 - Clearance around the electrical panel must be at a minimum of 30"W x 36"D x 78"H (605.3).
 - Extension cords may only be used for temporary purposes and only to serve one device. Extension cords may not extend through walls, ceilings, floors or under doors and must be plugged directly into an approved receptacle (605.5, 605.5.1).
 - All extension cords must be of the proper ampacity for its appliance (605.5, 605.5.1, 605.5.2).
 - Any power cord that is frayed or worn should be removed from use. Only use cords rated for the required power load you are using (605.5.3).
 - Make sure that all circuit breakers are identified with updated locations.
 - Open junction boxes or open wire splices or outlet covers are not permitted (605.6).
 - Multi-plug adapters are prohibited. Surge protectors/power taps must be grounded, equipped with overcurrent protection and listed. These devices must be plugged directly into an outlet (no piggybacking).
 - Wiring must not extend through walls, ceilings, floors or under doors. (605.4, 605.4.1, 605.4.2).
- **Portable electric space heaters** must be listed, plugged directly into an outlet and not used in I-2 facilities (605.10, 605.10.1, 605.10.2, 605.10.3). Only use heaters that have tip-over protection.
- **Compressed gas cylinders.** Cylinders must be secured to prevent falling, must be kept 10 ft. from all combustibles and must have caps in place (3003.5.3, 3003.6, 3003.6.1).
- **Flammable liquids and combustible liquids (Class IA, IB, IC, II, IIIA, IIIB).**
 - Flammable or combustible liquids in excess of 10 gallons must be stored in liquid storage cabinets. Less than 10 gallons can be stored in approved locations (3404.3.4.4.).
 - Flammable and combustible liquids must be stored in accordance with Table 3404.3.4.1 (Group M) and 2703.1.1(1) (all other occupancies).
 - Basements. Class I liquids can be stored in basements if under the MAQ and sprinkled. Class II and IIIA liquids can also be stored but must be sprinkled (3404.3.5.1). **No storage if not sprinkled.**
- **Fire resistive barriers.**
 - All penetrations between ceilings, floors, and walls must be sealed (703.1).

- Fire doors may not be blocked and must positively latch (703.2, 703.2.3).
 - Ceiling tiles must be in place, no penetrations through walls or ceilings (703.1).
- **Elevators.** Keys must be provided for the elevator room, fire department control functions and the drop keys for the specific elevator and must be provided in a location approved by FD (607.4).
- **Generators.** Generators must be serviced, maintained and tested in accordance with their manufacturer recommendations (Section 604).
- **Dumpsters.** Dumpsters must be kept at least 10 feet from the building (304.3-304.3.4).
- **Grilling and Open Flame.**
 - Grilling is not permitted at multi-family housing on a balcony or within 10 feet of combustible construction including decks, walls, fences, etc. Exceptions do apply if the balcony has fire sprinklers. See **Grilling Regulations** for further.
- **Appliances.**
 - Have all appliances serviced annually to make sure they are functioning properly.
 - Have all ducts and vents cleaned. Verify that there are no obstruction (birds' nests, snow, etc.) blocking effecting proper venting.
- **Additional resources.**
 - Please visit www.northvillemich.com/fire and click on **Apartment/Condo Resources** for info.
- **Items to provide to FD**
 - Updated master keys
 - Updated **Commercial Property and Business Information form**
 - Updated **Chemical Survey**
 - **Emergency Light Testing Form**
 - Updated facility maps

Residential Buildings (Common areas and hallways)

- **Smoke alarms.**
 - See General Comments above. Smoke alarms are required in every sleeping room, the hallway outside the sleeping room and on every level.
- **Carbon monoxide alarms.**
 - **See General Comments above.** CO alarms are required in every unit.
- **Address numbers.** Address numbers must be clearly identifiable from the street, on a contrasting background and a minimum of 4" in height.
- **Dryer vents.** Dryer vents must be kept clean at all times. Dryer vents can cause a fire and/or carbon monoxide emergencies.
- **Mechanical room.**
 - No storage is permitted in the mechanical room.
 - Carbon monoxide alarms are required anytime there is a fuel burning appliance (gas fired appliance such as a dryer, furnace, water heater, range, etc.).
 - Carbon monoxide alarms are required even if the individual units do not have fuel fired appliances. If the furnace or water heater in the common entry is gas-fire, CO alarms are required.
 - All vents must be maintained in a clean environment.
- **Electrical.**
 - Clearance around the electrical panel must be at a minimum of 30"W x 36"D x 78"H (605.3).
 - No use of extension cords.
- **Exiting.**
 - Doors must be fully operational at all times. This includes front and rear doors, latching mechanism, etc.

- This includes all temporary issues including ice, snow, etc.
- Fire extinguishers.**
 - Extinguishers shall be inspected and tagged by a professional contractor at least annually.
 - Extinguishers must be easy to identify and access at all times (906.5).
 - Extinguishers must be hung from brackets or installed in cabinets, must be 4" off other floor with the tops no higher than 5 ft. off the floor.
 - Extinguishers must be a minimum of 2A in size and spaced every 75 ft. (906.5-906.9.3).
- Exit signs.** Exit signs must remain lit and operational at all times (1011.1, 1011.2).
- Emergency lights.** Emergency lights must be tested monthly for at least 30 seconds. Annual tests should operate the lights for 90 minutes. Records must be provided to the fire department. Complete the **NTFD Emergency Light Testing Form**.
- Door closers.** Door closers to the stairwell and exit must be operable. Doors must properly close automatically. Do not prop doors.
- Fire rated construction.** Fire walls must remain intact at all times. Over time fire walls may become penetrated due to running new cables, phone, electrical, etc. or due to other renovations or damage. These walls are imperative to curtail the spread of fire throughout the space.

Residential Buildings (Resident units)

- Smoke alarms.**
 - See **General Comments above**. Smoke alarms are required in every sleeping room, the hallway outside the sleeping room and on every level.
- Carbon monoxide alarms.**
 - See **General Comments above**. CO alarms are required in every unit.
- Door closers.**
 - Door closers to the resident units must be maintained operable. These are imperative to the proper evacuation of all occupants within the building. These doors may not be propped open.
- Appliances.**
 - Appliances must be maintained in proper working order.
 - All ducts, vents, etc. must be maintained.
- Dryer vents.** Dryer vents must be kept clean at all times. Dryer vents can cause a fire and/or carbon monoxide emergencies.
- Bath fans**
 - It is recommended to have a timer installed on bath fans to prohibit them from overheating when left on.
- Cooking.**
 - Provide tenants with updated cooking fire safety information.

Fire safety is a team effort and we need your help. If you have further questions, please do not hesitate to contact the Fire Prevention Division at (248) 348-5807.

Respectfully,



Thomas M. Hughes, Jr.
Fire Marshal