

Basic Periodic Inspection Checklist

Structural Items

All structural and associated components (foundation, roof, walls, support members, stairs, sidewalks, etc.) are maintained in a safe condition.

Buildings are maintained in compliance with the Massachusetts Board of Fire Prevention Regulations and the Massachusetts State Building Code.

Required occupancy separations are provided and maintained. Examples are dwelling unit/corridor, unit/unit, commercial/commercial or residential/commercial separations.

Guardrails and handrails are maintained in safe and sound condition. Handrail required for stairs with three or more risers or as required by the Massachusetts State Building Code. Guardrail required for walkway areas with adjacent drop off exceeding thirty (30) inches.

Maintenance Items

All doors and hardware are maintained in good and functional condition.

All windows and hardware are maintained in good and functional condition and meet natural light and ventilation requirements.

All interior walls, ceilings, floors and other interior public and service areas are maintained in a safe and sanitary condition.

Chimneys and flue piping are properly installed and maintained.

Egress

Every means of egress is maintained in good condition and free of obstruction.

Required escape/rescue openings are provided and maintained.

Required exit signs provided and maintained in good condition.

Required emergency egress lighting provided and maintained in good condition.

Required "fire doors" maintained; self-closing and self-latching.

Fire escapes are safe, clear and maintained in good condition, and have been certified.

Required Accessible parking spaces and Accessible routes are clear and maintained in good condition.

Mechanical/Plumbing/Electrical

No electrical hazards from overloading, poor condition, inadequate insulation, improper fusing.

Fixtures and equipment are maintained as manufactured, and there are no unapproved extension cords, multi-plugs, or adapters.

Plumbing system fixtures, supply piping and drainage piping are installed and maintained in good and sanitary condition.

Gas piping and appliances are properly installed and safely maintained. Gas appliances must be properly attached to prevent movement.

Heating and cooling equipment is properly installed and safely maintained.

Mechanical rooms and electrical service rooms maintained free of excess combustible storage. Three (3) feet clearance maintained in front of electrical panels and disconnects.

Public Toilets are maintained in accordance with Architectural Access Board regulations.

Fire Safety

All fire extinguishing devices (including Ansul systems) and all early warning fire protection systems are properly installed and maintained in good working condition.

Ansul system has been inspected, with nozzles appropriately adjusted and cleaned, within the previous six (6) months.

Smoke alarms are installed as per manufacturer's instructions and as required by Codes in common areas, and on each floor level within dwelling units, and all bedrooms and hallways leading to bedrooms in hotels, motels, hospitals and other public access use groups.

Fully charged, currently inspected 2A-10BC (minimum size) fire extinguishers mounted in accessible locations, as required by the building and fire codes. Class K fire extinguishers are required in all kitchens.

Required FIRE ALARM TEST AND MAINTENANCE forms have been submitted to Fire Department for review.

Annual automatic sprinkler test and maintenance forms submitted to Fire Department for review if building is so equipped.

Kitchen exhaust hoods for grease-laden vapors must be cleaned and certified in accordance with the schedule specified by the hood company.

Crowd Manager Logs must be available for inspection in accordance with 527 CMR 10.13.

Pressure tanks must be properly secured.

Storage

All storage must be three (3) feet from any source of ignition (including water heaters and boilers).

All storage must be eighteen (18) inches from the ceiling in buildings with sprinkler systems and twenty four (24) inches in buildings without sprinkler systems.

No storage is allowed under stairs that do not have sprinkler coverage.