



# CHARLESTON FIRE DEPARTMENT



## Fire Marshal Division

### *Information Bulletin*

## Self Survey Fire Inspection – Short Term Rental

Dear Short Term Rental Applicant,

The Charleston Fire Department Fire Marshal Division conducts safety surveys prior to occupancy. These surveys help reduce fires by eliminating basic fire safety concerns, educating members of the community on potential hazards, and are intended to help you ensure a safe and livable community.

On the backside of this document you will find a courtesy copy of a self-survey checklist to assist in assessing general safety and code compliance within your building. Please take a few moments to conduct the survey and begin removing hazards as needed. You may find it useful to conduct monthly, quarterly, or even bi-annual safety surveys based on your needs. This form is provided as a voluntary compliance tool to assist you in maintaining a fire safe facility.

Emergency and safety plans must be implemented to improve safety as well as establishing minimum expectations of your guests. You will need to:

- Develop an Emergency Plan: This is a written plan that provides specific guidance to employees, managers, and customers on how to respond to emergencies such as building evacuation, fire procedures, response to alarms, severe weather, etc.
- Evacuation Plans: Approved fire safety and evacuation plans must be posted on the interior side of all bedrooms used for short term rental.
- Training: Continual review, training, & updates for employees are a critical component to each plan.

Numerous internet resources are available to assist you in planning and preparations such as:

- NFPA (National Fire Protection Association) publishes “NFPA 1600: Standard for Disaster/Emergency Management and Business Continuity Programs”. [www.NFPA.org](http://www.NFPA.org).
- OSHA emergency plan system: [www.osha.gov/SLTC/etools/evacuation/expertsystem/default.htm](http://www.osha.gov/SLTC/etools/evacuation/expertsystem/default.htm)
- FEMA emergency planning tips: [www.fema.gov/business/index.shtm](http://www.fema.gov/business/index.shtm)

The Charleston Fire Department is ready to assist you with preventing and responding to emergencies associated with your business. Feel free to contact our team 843-724-3429 or reach me directly via e-mail at [julazadehm@charleston-sc.gov](mailto:julazadehm@charleston-sc.gov) with any additional questions or comments.

Sincerely,

Mike Julazadeh  
Chief Fire Marshal  
Charleston Fire Department

<p><i>Short Term Rental</i> <b>Fire Safety</b> <i>Self-Survey</i></p>	Address: _____ Business Name: _____ Employee completing survey: _____ Date: _____
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This document is provided as a courtesy to assist with identifying and eliminating routine fire safety issues, potential hazards, and to help ensure a safe and livable community. This form is intended to serve as a guide and assist with general compliance in your building and may not be all inclusive. It is your responsibility to know, understand, and comply with all appropriate rules and regulations.

	N/A	YES	NO
<b>A. MEANS OF EGRESS</b>			
1 Exit doors are easily accessible and unobstructed. The door opens easily and to the full open position.			
2 Exit doors unlatch with a single operation so that anyone in the building can exit without delay.			
3 Exit walkways are clear storage or items that restrict exit width. A walkway at least 44" wide is provided.			
4 Stairwells (stairs, landing, areas under landing) are clear of storage. Continuous lighting provided in stairwell.			
5 The common emergency exit path, if applicable, is marked by exit signs so it is easily identifiable.			
6 Exit signs and emergency lights, if applicable, are unobstructed and operable under normal and emergency power.			
7 At least 1 operable window or a door to the exterior is provided for each bedroom for emergency escape and rescue.			
<b>B. FIRE PROTECTION</b>			
1 Fire extinguishers: Size 2A:10B:C min., service tag or new tag within 1 year, mounted to wall <5' high, accessible			
2 Fire sprinkler and/or standpipes have been serviced by a licensed fire protection contractor within the last year.			
3 Fire sprinkler valves are clearly labeled (indicating the area served) and locked open or monitored by the fire alarm.			
4 The fire department connection feeding the fire sprinkler or standpipe is easily accessible and labeled.			
5 Stock, storage, displays, etc. is 18" below fire sprinklers, 2' below ceiling in non-sprinkled areas.			
6 Standpipe connections are accessible, protective caps are in place and are only hand-tight.			
7 Fire alarm system has been serviced by a licensed fire alarm contractor within the last year.			
8 Fire alarm devices such as pull stations, audio or visual alarms, or other devices are unobstructed and visible.			
9 Smoke alarms provide in each bedroom, outside each bedroom and on each floor.			
10 Carbon monoxide detection provided same locations as smoke alarms.			
<b>C. HEATING SYSTEM</b>			
1 Fuel burning appliances that are vented to the outside have the vent in place which is free of breaks or holes.			
2 Appliance and/or equipment covers are in place and secured to the appliance or equipment.			
3 Spacing of not less than 36" is maintained between combustibles (anything that will burn) and heating systems.			
<b>D. ELECTRICAL</b>			
1 Extension cords are only used on a temporary basis, only for portable items, never in place of permanent wiring.			
2 Breaker box does not have any open slots or circuits, circuits are clearly labeled, breaker cover(s) remain closed.			
3 All electrical junction box covers, outlet covers, and switch plates are secured in place.			
4 Clearance is maintained around the electrical panel at all times (minimum: 30" wide x 36" deep x 78" high)			
<b>E. GENERAL</b>			
1 Storage, stock, supplies, etc. are maintained in an orderly manner and not excessive to present a fire or safety hazard.			
2 Fire Safety & Fire Evacuation plans prepared for review and posted on the bedroom door.			
3 The property street address & suite identification are posted in not less than 4" tall numbers and/or letters.			
4 Knox box for fire department entry, if applicable: equipped with current keys.			
5 Existing buildings other than 1 & 2 family dwellings: International Existing Building Code assessment completed.			
6 Stairway, handrail, walking surface in good condition (free of rot, damage, trip hazards, sealed, and maintained).			
<b>F. REPORT</b>			
Inspection reports for the following systems must be maintained on site and available for review: Fire Sprinkler Systems, Standpipe Systems, Fire Pumps, Fire Alarms, Hood Suppression, Other Suppression, and Emergency Power Systems.			
<b>OTHER</b>			
<input type="checkbox"/> The Certificate of Occupancy/Operation & Business License are posted in public view, typically within 15' of the primary entry.			
<input type="checkbox"/> Employees have been trained on the facility emergency plan and training has been documented.			
<input type="checkbox"/> Owners/property managers should routinely survey all exit routes to ensure the exits and exit routes are unobstructed, the walking path does not present any hazards such as trip or fall hazards, and any needed stairs, guardrails, or handrails are in good repair.			