



# CHARLESTON FIRE DEPARTMENT



## Fire Marshal Division

### *Information Bulletin*

## Self Survey Fire Inspection – Multifamily Dwelling

Dear Property Manager,

The Charleston Fire Department Fire Marshal Division conducts routine safety surveys of properties throughout the City. 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 at your property. 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 surveys to improve safety. This form is provided as a voluntary compliance tool to assist you in maintaining a fire safe facility and preparing you for visit by one of our team members.

Emergency guides must be in place to improve safety and establish minimum expectations of your residents and staff. If you have not created or implemented a plan, please:

- Develop an Emergency Guide: This is a written plan that provides specific guidance to employees, managers, and residents. It must include information on how to respond to fire emergencies, location/function/use of fire protection equipment, emergency evacuation procedures, and response to alarms. We also recommend including details on severe weather recommendations and other hazards.
- Disaster recovery plan: The recovery plan provides guidance on how to recover after an incident such as a fire or natural disaster and may include alternate worksites, plans to house residents, and contacts that are needed following a disaster.
- 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:

- 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 checklists: <https://www.fema.gov/preparedness-checklists-toolkits>
- NFPA (National Fire Protection Association) publishes “NFPA 1600: Standard for Disaster/Emergency Management and Business Continuity Programs”. [www.NFPA.org](http://www.NFPA.org).

The Charleston Fire Department is ready to assist you with preventing and responding to emergencies associated with your facility. 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

**Visit our website for more information,  
resources, and to sign up for notifications:**

**[www.charleston-sc.gov/MultifamilyFireSafety](http://www.charleston-sc.gov/MultifamilyFireSafety)**

<i><b>Multifamily Fire Safety Self-Survey</b></i>	Address: _____
	Facility Name: _____
	Employee completing survey: _____ Date: _____

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.

<b>A. MEANS OF EGRESS</b>	N/A	YES	NO
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 of 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 Stairway, handrail, walking surface in good condition (free of rot, damage, trip hazards, sealed, and maintained).			
6 The common emergency exit path, if applicable, is marked by exit signs so it is easily identifiable.			
7 Exit signs and emergency lights, if applicable, are unobstructed and operable under normal and emergency power.			
8 Management maintains documentation verifying operable window provided for each bedroom.			
<b>B. FIRE PROTECTION</b>			
1 Fire extinguishers: Size 2A:10B:C min., service tag or new tag within 1 year, mounted <5' high, accessible			
2 Fire extinguishers: Provided at least in a common area, within 75' of travel, and does not require changing floors			
3 Fire sprinkler and/or standpipes have been serviced by a licensed fire protection contractor within the last year.			
4 Fire sprinkler valves are clearly labeled (indicating the area served) and locked open or monitored by the fire alarm.			
5 The fire department connection feeding the fire sprinkler or standpipe is easily accessible and labeled.			
6 Stock, storage, displays, etc. is 18" below fire sprinklers, 2' below ceiling in non-sprinkled areas.			
7 Standpipe connections are accessible, protective caps are in place and are only hand-tight.			
8 Fire alarm system has been serviced by a licensed fire alarm contractor within the last year.			
9 Fire alarm devices such as pull stations, audio or visual alarms, or other devices are unobstructed and visible.			
10 Manual fire alarm may be retroactively required if >3 stories w/more than 16 units (several exceptions apply)			
11 Smoke alarms provided per the code at the time of construction, not less than one per level outside sleeping area.			
12 Management maintains documentation on smoke alarm testing, battery replacement, and age of smoke alarms.			
13 Carbon monoxide detection provided in dwelling units w/ fuel burning appliances or attached garages.			
14 Carbon monoxide detection provided in common area if building is equipped with fuel burning appliances.			
15 Management conducts and documents inspections of attic smoke and/or fire separations for damage, repair as needed.			
<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.			
4 Gas meters are labeled to clearly identify the area and/or unit served.			
<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)			
5 Electrical meters are clearly labeled to identify the area and/or unit served.			
<b>E. GENERAL</b>			
1 Storage, stock, supplies, waste maintained in an orderly manner and not excessive to present a fire or safety hazard.			
2 The property street address & suite identification are posted in not less than 4" tall numbers and/or letters.			
3 Fire lanes marked when needed, emergency access drives are unobstructed and not used for parking.			
4 Adequate wayfinding signage in place to direct emergency personnel through the complex/facility.			
5 Hydrants are accessible. Private hydrants tested annually, painted red, and color coded based on water flow.			
6 Knox box for fire department entry, if applicable: equipped with current keys.			
7 Open flame cooking is not conducted w/in 10' of the structure or on non-fire sprinklered balconies.			
8 Dryer vents of individual or common laundry facilities are routinely cleaned and documented.			
9 Elevator "Use Stairs in Case of Fire" signs posted, elevator door key at approved location, current certificate posted.			
<b>F. ADDITIONAL REPORTS &amp; DOCUMENTATION</b>			
Inspection reports for the following must be on site and available for review: Fire/smoke Separation Inspections, Emergency Guide, Business License and Certificate of Occupancy Posted, Emergency Power Systems, and Emergency Responder Radio Systems.			