



Astoria Fire Department

Property Self-Inspection Checklist

Use this checklist to help identify possible deficiencies at your complex.

Water Supply:	YES	NO	N/A
Hydrants unobstructed (clear three feet around)			
If fire hydrants are on private property, annual service was completed.			
If a Fire Sprinkler System is present:			
- Fire Department Connection (FDC) visible/accessible			
- FDC caps are present (if missing maintenance required)			

Fire Department Access:	YES	NO	N/A
Driveways – clear and unobstructed (20 feet minimum)			
Overhanging tree branches (to 13 feet 6 inches)			
Fire lanes are marked and enforced (No Parking)			
Address and building numbers clearly identified			

Building Exterior:	YES	NO	N/A
Natural gas meters are protected from vehicle impact			
Chimney cap(s) in place			
Combustible storage removed (trash)			
Stairways in good repair (tread and handrails)			
Exits and exit pathways unobstructed			
Emergency lighting present and working			
Fire extinguishers are placed throughout the complex (every 75 feet)			
No storage in/under stairways			
Knox box contains current keys			
Electrical outlets are in good condition			
Ground cover & bark dust free from cigarettes & away from the building			
Lint trap/vents free from excessive lint build-up and bird nests			

Building Interior and Common Areas:	YES	NO	N/A
Hallways and corridors clear and unobstructed			
Emergency lighting present and working			
Exit signage present and working			
Doors open from the inside without the use of key, no deadbolts have been installed on the exit doors			
Self-closing doors close and latch properly			
Stairways in good repair (tread and handrails)			
Electrical outlets and connection are in good condition			
Interior finish (sheetrock, ceiling) in good condition			
Attic fire walls and draft stops free from holes and damage			

