



Hotel/Motel Annual Inspection Checklist

This inspection checklist is provided as a courtesy to assist with your Annual Fire & Life Safety Inspection requirements

Facility Name: _____
Address: _____
City, State & Zip: _____
Contact Name: _____

Email Address: _____
Phone Number: _____
Date: _____

P	F	N/A	General Housekeeping Precautions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accumulation of combustible waste materials - 304.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weeds, grass, vines capable of being ignited - 304.1.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper storage of combustible rubbish - 304.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containers of combustible rubbish in proper locations - 304.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compliance with open flame, fire & burning - 308.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle impact protection general - 312.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fueled equipment (lawn equipment, generators, etc.) - Section 313
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage maintained 18" below sprinkler deflector - 315.2.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage in electrical, boiler, mechanical rooms, etc. - 315.3.3

P	F	N/A	Emergency Planning & Fire Service Features
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire safety evacuation plan in each guest's room - Section 404
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency evacuation plans @ front desk - Section 404
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan, exterior & interior @ Front Desk - Section 404
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire apparatus access roads - Section 503
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire apparatus access obstructions (vehicles parked in fire lane) - 503.4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire apparatus access markings - 503.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access to building openings & roofs - Section 504
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Address visible from street (6" letters) - 505.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Door numbers are visible from outside walkway - 505.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key box access & verification of necessary keys - Section 506
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire protection water supplies - Section 508
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Prot./utility equipment access/identification - Section 509

P	F	N/A	Electrical Equipment & Wiring Hazards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical wiring to NFPA 70, current edition - Section 605
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper illumination of elect., boiler, mechanical rooms, etc.- 605.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working space & clearance of electrical service equip. - 605.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper identification & labeling of doors - 605.3.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper use of extension cords - 605.5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unapproved condition (missing covers switches, outlets, etc) - 605.6

P	F	N/A	Separation of Combustible Materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Separation of incompatible materials - 5003.9.8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage cabinets for flammable liquids - 5704.3

P	F	N/A	Fire Protection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire alarm system maint. in operative condition (current tag) - 907.8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access control drops out upon alarm or power loss - 907.8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Offsite monitoring service of systems (current tag) - 907.6.5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler system maint. in operative condition (current tag) - 901.6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hood suppression maint. in operative condition (current tag) - 904.11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excessive grease build-up & cleaning records 96-11.6.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extinguishers maint. in operative condition (current tag) - 906.2.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extinguishers unobstructed & unobscured - 906.6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extinguisher hangers, brackets & cabinets - 906.6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access to fire department connections - 912.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locking FDC connection caps - 912.3.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear space around FDC connections - 912.3.2

P	F	N/A	Means of Egress
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Means of egress obstructed (reduced or blocked) - 1003.6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency lighting - Section 1006
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Door swing direction - 1008.1.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Door opening force - 1008.1.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Door locks & latches - 1008.1.9.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access controlled egress doors - 1008.1.9.8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Panic & fire exit hardware maintenance - 1008.1.10.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit Signs - Section 1011

P	F	N/A	Fire Resistance & Rated Construction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Penetrations sealed in floors, walls & ceilings (missing tiles) - 703.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold open and closer devices (door holders, dampers, etc.) - 703.2.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Door operations - 703.2.3

P	F	N/A	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discontinuing operation of unsafe appliances - 603.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compressed gas cylinders secured from falling - 5303.5.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevator operation, service, signs & keys (TDLR) - Section 607
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Backflow prevention devices comply with (IPC) & - 903.3.5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency 911 phone by the pool
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety Signage

Comments: _____

Inspector's Name: _____

Responsible Person: _____