



Denver Fire Department Fire Prevention Division

2018 Multifamily Dwelling Inspection Checklist



R-2 Residential, 75 Feet or less in Height, 3 units and more

Code Reference	Code Number	Item Multifamily Certified Inspectors (typically Responsible Party for entire building)	Pass	Fail	N/A
DFC/DFCA	505.1 505.1	Address: Clearly marked from street, Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Address identification characters shall contrast with their background. Each character shall be not less than 4-6 inches high with a minimum stroke width of 3/4 of an inch. <i>(If we can't see it, we can't find you.)</i>			
DFC	507.5.5	Fire hydrant: Must have 3 ft. clearance for use by the Denver Fire Department (DFD).			
DFC	506	Knox Box <i>(outside key safe for DFD use):</i> Check the keys (4 complete sets) to ensure they are marked and that they work. A Knox Box is required if there is a Fire Alarm Control Panel (FACP) with a fire alarm system that covers the entire building. If keys need to be replaced or exchanged call the non-emergency number at Denver Fire Dispatch, (720) 913-2400, to have a Fire Department representative open your Knox Box			
DFC/DFCA	912.4 912	Fire Department Connection (FDC) has clear access for DFD fire engines that is 36 inches in depth and width and 78 inches in height (provides the Fire Dept. with an inlet for pressurizing a sprinkler system).			
DFC/DFCA	912.2.1 912.2.2	FDC horn/Strobe must be visible from street; if not, must have sign indicating its location. <i>(Not all buildings have all systems, select N/A if that is the case.)</i>			
DFC	912.4.1	FDC required to have caps. <i>(This ensures they will be clear and operate as designed.)</i>			
DFC	703.2.3	Swinging fire doors shall have a closer that exerts enough force that the door shall close from the full open or any partially open position and latch automatically but must open with 15 lbs. or less pressure.			
DFC	1031.2	Required exits must be maintained free from obstructions or impediments to full instant use.			
DFD	Guideline	Denver Fire Department Emergency Contact Information Sheet: Must be kept at the FACP or in the sprinkler control valve or fire pump room. Information on this form MUST be updated annually and a copy e-mailed to: denfpb@denvergov.org . Download a copy at: https://www.denvergov.org/content/dam/denvergov/Portals/678/documents/FPB/136-2016%20ATTACHMENT%20Denver%20Fire%20Dept%20Emergency%20Contact%20Info%205.1.18.pdf			
DFC	403.10.2.2	Emergency Guide must be provided for Group R-2 occupancies and given to each tenant prior to initial occupancy. Contents: Describe the location, function and use of fire protection equipment and appliances accessible to residents, including fire alarm systems, smoke alarms and portable fire extinguishers. Guides shall include an emergency evacuation plan for each dwelling unit.			

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DFC NFPA	907.2.11.2 72	Smoke Alarms must be installed in every sleep room or area, outside each sleeping area, and on every level of the home, including basements. <i>(This can mean one in each bedroom and one in the hallway outside the bedrooms.)</i> They should be located at least 3 feet from bathrooms and ceiling fan blades. If mounted on walls, must be 4 - 12 inches from adjoining ceiling surface. On peaked ceilings smoke detectors must be 36 inches from the peak. HOA or Building Owner to collect all DFD Residential Safety Equipment Reports from each owner/tenant and retain for a minimum of three (3) years. Replace per manufacturers' instructions or every 10 years. Beginning January 1, 2019 must be 10-year lithium battery.			
DFCA, NFPA 10	906.2.2 906.3(1)	Fire Extinguishers , shall be inspected annually must be tagged and have a service collar; ensure inspector has a Denver License number on tag and collar. Maximum distance of travel to extinguisher is 75 feet. Records to be kept a minimum of three (3) years. Size must be 2A10BC.			
NFPA 72	Chapter 10	Smoke Alarm Test: Test annually. Batteries, if equipped, to be replaced annually. Recorded in recommended red binder* for a minimum of three years. Beginning January 1, 2019 must be 10-year lithium battery.			
DFC	901.6	Inspection, testing, and maintenance. Fire detection, alarm, and extinguishing systems, mechanical smoke exhaust systems and smoke and heat vents shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Smoke and Sprinkler heads cannot be painted over. <i>(Makes them less likely to function properly.)</i> Deficiencies noted in the annual reports should be noted in your records, as to the issue and when they were corrected.			
DFD	Guideline	Residential Fire Safety Equipment Report: Homeowner: As a homeowner or tenant in a multi-unit residential facility, you are required to complete this report and submit it to the property management or homeowners' association (HOA) annually, unless the management is doing the required maintenance for you. We recommend that batteries in detectors be changed in the spring and fall—same time you change the clocks for daylight savings time. Portable fire extinguishers must be inspected once a year and hydrostatically tested every five (5) years. <i>(See above for link on page 1 to download additional forms.)</i>			
DFC NFPA	915 720	Carbon Monoxide (CO) Alarms: Every residence with fuel-burning appliances or an attached garage must be equipped with at least one UL-listed carbon monoxide alarm. One alarm within 15 feet of each bedroom entry door. One alarm on each level of a multi-level dwelling unit. One alarm within each bedroom containing a fuel burning appliance. Where a fuel-burning appliance(s) serve(s) multiple residences, one CO alarm within the enclosure housing the appliance(s), placed within 25 feet of the appliance(s). Beginning January 1, 2019 must be 10-year lithium battery. <i>(Replace alarms per manufacturer's recommendations.)</i>			
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DFC NFPA	915 720	Carbon Monoxide (CO) Alarm Testing: CO alarms inspected and tested every six months. It is required that the batteries be changed annually. Carbon Monoxide alarms have a life of approximately 7 years and must then be replaced per manufacturer's recommendations. Logged in suggested red binder. Records kept for a minimum of three (3) years. Beginning January 1, 2019 must have 10-year lithium battery.			
DFC/DFCA	107.3 901.6.2	Records: Extinguisher inspection, smoke and CO detector test records, sprinkler tests, fire pump tests, outside fire escape stairwell inspection report, emergency action plans and Residential Fire Safety Equipment Reports. Minimum three (3) years of records must be maintained. Deficiencies must be corrected. (DFD suggests records be kept in a red binder that can help organize and keep all records required in one place. They may be kept in a file if that is your choice, however, they must be available for DFD inspection at any time. These records are required to be kept for a minimum of three years.)			
DFC/DFCA	1008.3.4	Emergency Egress Lighting, where required, shall light up when test button is pressed, or be tied to an emergency backup generator.			
DFC	703.1	Holes in walls or ceilings. All walls, ceilings and floors shall be intact or repaired. Poke throughs sealed with approved fire caulking. Drop-down ceiling tiles in place. (These all help keep fire and smoke to the smallest possible area for your safety.)			
DFC DFC	509 605	Signs required on all Mechanical rooms, Boiler, Elevator, Fire Alarm Control Panel, Water Main shutoff, Sprinkler rooms and on Electrical Room doors. (If you don't have these, select N/A.)			
DFC/DFCA	503.6 503.6.2	Secured gates across a fire apparatus access road shall have one of the following: 1) A Key box 2) An approved lock, 3) Chains used to secure gates shall be ¼ inch maximum and non-case hardened, 4) Emergency operation approved by fire official.			
DFC	315.3.3	No storage in boiler/electrical rooms.			
DFC	304.1	Interior Combustible Waste Storage: Limited to 10 cubic feet or less.			
DFC	903.2.11.2	Rubbish and Linen Chutes: An automatic sprinkler system shall be installed at the top of rubbish and linen chutes and in their terminal rooms. Chute sprinklers shall be accessible for servicing.			
DFC	607.3	Elevator required signage: IN FIRE EMERGENCY, DO NOT USE ELEVATOR. USE EXIT STAIRS.			
DFC	607.4	Elevator Lobbies: No storage or furniture.			
DFC	607.7 607.8.4	If Elevator is present, owner to provide three keys if you have a KnoxBox. Standardized barrel keys are required by July 1, 2018			
DFC	1030.4	Bars on Windows: Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools, or force greater than that which is required for normal operation of the			

		escape and rescue opening. Where such bars, grilles, grates or similar devices are installed in existing buildings, smoke alarms shall be installed. <i>(Make sure outside storage does not interfere with opening.)</i>			
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DFC	313.1	Fueled Equipment including, but not limited to, motorcycles, mopeds, lawn-care equipment, portable generators and portable cooking equipment, shall not be stored, operated or repaired within a building. Exceptions: <ol style="list-style-type: none"> Buildings or rooms constructed for such use in accordance with the International Building Code. Storage of equipment utilized for maintenance purposes is allowed in approved locations where the aggregate fuel capacity of the stored equipment does not exceed ten (10) gallons, and the building is equipped throughout with an automatic sprinkler system. 			
DFCA	1013.6	Exit Signs must be Green/White or White/Green. Where exit signs are required, signs must be illuminated. Exception: Tactile signs required by IBC/IFC Sec. 1013.4 need not be illuminated.			
DFC	6303.1.1.3	Maximum quantity of 504 cubic feet of oxidizing compressed gas (including oxygen) in residential occupancies. Cylinders shall not exceed an individual capacity of 250 cubic feet with one in use and one in storage.			
DFC	6306.5	Smoking shall be prohibited in residential properties and individual units, attached balconies or areas where medical oxygen equipment, including concentrators, is in use or stored. Smoking is allowed only outside, in approved areas and never while using medical oxygen.			
2009 DFC	6306.6.1	A sign stating “OXYGEN - NO SMOKING” shall be posted in each residence or area where medical oxygen containers are stored, used, or filled. <i>(Smoking is the #1 cause of fatal fires in America).</i>			
DFC	903.4.1	Automatic Sprinkler System must be monitored by licensed agency. Denver License number on paperwork.			
DFC DFCA	901.6 901.6.2.1	Wet and Dry Sprinkler systems inspections are required annually, and hydrostatic tests done per code. Logged in suggested red binder for a minimum of three (3) years.			
DFC	312	Gas Meter Protection if meter near street or parking where meter is in danger of being struck by a vehicle. (A bollard is a short vertical post used to obstruct the passage of motor vehicles.)			
DFC	5003.8.7.1	Hazmat/Flammables Storage Cabinets are required whenever there is more than one (1) gallon of Hazardous materials. Cabinets should be made of steel, double walled including the door, joints riveted or welded, doors should be well fitted, self-closing and equipped with a self-latching device. The bottom of cabinets shall be liquid tight to a minimum height of two (2) inches.			
DFC	5003.9.8	Storage of materials that are not compatible with each other or with materials that are in use, shall be separated from each other when the materials are in containers having a capacity of more than five (5) pounds. <i>(Bleach and ammonia are both common household cleaning products that generate toxic, potentially lethal, vapors (such as chlorine gas) when combined.)</i>			

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DFC	5003.9.9	When hazardous materials are less than one (1) gallon and stored on shelves, self-storage shelving shall be of substantial construction and shall be braced and anchored. Shelving shall be treated, coated or constructed of materials that are compatible with the hazardous materials stored. Shelves shall be provided with a lip or guard where used for the storage of individual containers.			
DFC	1104.16.5	Fire Escape Components of fire escape stairways shall be constructed of noncombustible materials. Fire escape stairways and balconies shall be provided with a top and intermediate handrail on each side. Inspection report done every five (5) years and logged in suggested red binder.			
DFC	102.3	Change of use or occupancy: Not allowed unless building is brought into compliance with current Building and Fire Codes, and the Zoning has been changed by the City.			
DFC DFCA	5601.1.3	Fireworks: The possession, manufacture, storage, sale, handling and use of ALL fireworks are prohibited in the City and County of Denver. <i>(Not even sparklers- the tip is 1,200-2,800 degrees!)</i>			
DFC	104.3	Right of Entry. Whenever it is necessary to make an inspection to enforce the provisions of this code, or whenever the fire code official has reasonable suspicion to believe there exists any condition or violation of this code that make the premises unsafe, dangerous or hazardous, the fire code official shall have the authority to enter the building to conduct an inspection.			
DFC Denver Revised Municipal Code	109.2 Sec. 1-13	Correction and abatement of violations of fire code shall be the responsibility of the owner or the owner's agent. Where an occupant creates, or allows to be created, hazardous conditions in violation of this code, the occupant shall be held responsible for the abatement of such hazardous conditions. Denver Fire Dept. can issue an Order to Comply or Summons. "...any person who shall be convicted of a violation of any such section shall, for each offense, be fined a sum not more than nine hundred ninety-nine dollars (\$999.00) or imprisoned not to exceed 300 days, or both so fined and imprisoned. "			

Abbreviations: 2016 Denver Fire Code (DFC), 2016 Denver Fire Code Amendments (DFCA), 2015 International Building Code (IBC) and Denver Amendments. R-2 is a building classification used by the International Building Code and the International Fire Code (IFC).

This checklist covers only the most common R-2 Residential inspection items. Owners are responsible for compliance with the 2015 International Fire Code and the 2016 Denver Fire Code Amendments, Denver Building Code and Amendments and all referenced codes applicable to your building and referenced by DFCA 102.7 and 102.8.

General residential inspection questions and code enforcement issues may be sent to DFDfpb@denvergov.org.

Please keep these forms in your records for at least three years.