

## **ANNUAL INSPECTION CHECKLIST**

THE FOLLOWING IS A LIST OF THE MOST COMMON REQUIREMENTS THAT OUR INSPECTORS WILL BE LOOKING FOR WHEN THEY PERFORM AN ANNUAL INSPECTION. WE HOPE THAT THIS GUIDE WILL SAVE YOUR TIME AND OURS.

- 1) ALL SMOKE DETECTORS MUST BE IN WORKING ORDER. CHECK THE BATTERIES AND TEST THE DETECTOR. CHECK THE MANUFACTURE DATE FOR EXPIRATION. A DETECTOR CANNOT BE OLDER THAN 10 YEARS.
- 2) THE MINIMUM SIZE FOR REQUIRED FIRE EXTINGUISHERS IS A TYPE 2-A:10-B:C FIRE EXTINGUISHERS MUST HAVE A CURRENT YEAR SERVICE TAG BY A NJ LICENSED FIRE EXTINGUISHER CONTRACTOR.
- 3) ALL EXIT SIGNS MUST BE OPERABLE (REMEMBER TO RESET TIMERS AS THE DAYS GROW SHORTER)
- 4) PULL STATIONS AND FIRE ALARM SYSTEMS MUST BE CERTIFIED BY A NJ LICENSED CONTRACTOR.
- 5) CHECK BELLS OUTSIDE OF UTILITY ROOMS –MUST BE OPERABLE
- 6) IF ELEVATORS, SIGNS TO “USE STAIRS IN CASE OF EMERGENCY” MUST BE POSTED.
- 7) MULTIPLE USES OF EXTENSION CORDS IS PROHIBITED. (USE UL APPROVED POWER STRIPS)
- 8) BE SURE ALL MEANS OF EGRESS (EXIT DOORS) ARE CLEARED OF OBSTRUCTIONS
- 9) STORAGE BENEATH STAIRWAYS IS PROHIBITED
- 10) ALL DWELLING UNITS ARE REQUIRED TO HAVE A CARBON MONOXIDE DETECTOR IF THE BUILDING HAS NATURAL GAS OR FUEL BURNING APPLIANCES. A BATTERY, PLUG-IN OR HARDWIRED DETECTOR ARE ALL ACCEPTABLE TYPES.
- 11) LP GAS GRILLS ARE NOT PERMITTED ON PORCHES, BALCONIES, OR DECKS AND CANNOT BE OPERATED WITHIN 10 FT OF A BUILDING. LP GAS GRILLS CANNOT BE STORED IN A RESIDENTIAL BUILDING.