

CHECKLIST ADDENDUM FOR COMMON AREAS IN MULTI-FAMILY-DWELLINGS, ROOMING HOUSES and HOTELS

1. Rental Address: _____ Zip Code: _____ Unit #: _____
2. Number of buildings in complex: _____
3. Total number of units in complex: _____
4. Number of units inspected: _____

Item	Pass/ Fail	Date	Re- inspection	Re-inspection Date
A. Secondary egress is present from each unit and the exit path is unobstructed.				
B. There is proper fire separation between dwellings, hallways, and stairways.				
C. Fire alarm system is in proper working order.				
D. Fire doors are present, free of defect and closures work properly.				
E. Public hallways and stairways are free of any obstructions.				
F. Exit signs are properly installed and clearly visible.				
G. Mechanical room (furnace, boiler) has proper clearance and is not used for storage.				
H. Electrical room (meters, wires) has proper clearance.				
I. The multifamily license is posted in a common area.				
J. HOTELS & MOTELS Only - Prominently display a sign stating that the facility has provided training to all employees on how to identify human trafficking activities and human trafficking victims.				
K. Are there any other readily observable problems that in the inspector's opinion represent an immediate threat to the health or safety of occupant? If "yes" please describe on separate sheet and submit with this inspection form.				