



Rental Dwelling Safety Inspection Checklist

Use this checklist as a tool to assist in successful compliance. The scope of the inspection is not limited to the items listed.

- ☐ All smoke detectors shall be maintained and operable at all times. Located in the hallway outside and in each Bedroom.
- ☐ All carbon monoxide detectors shall be maintained and operable at all times.
- ☐ A current boiler certificate from the Office of the State Fire Marshal shall be posted in the utility room.
- ☐ Building front/rear doors shall latch and lock (*w/auto closure*), and be weather-tight.
- ☐ All sliding doors and windows shall be weather-tight, with hardware shall be in good repair.
- ☐ All chimneys must have a screened cap to prevent rodents.
- ☐ All interior/exterior lights must be operable. Common area lighting is important in crime prevention.
- ☐ GFCI protected outlets are required in Kitchen and Bathrooms.
- ☐ All windows/sliding doors must have intact screens.
- ☐ Only outdoor furniture and plants are permitted on balconies. **No BBQ grills permitted.** (*See Fire District Notice*).
- ☐ All exterior surfaces must be maintained, including painted surfaces, gutters and downspouts.
- ☐ Building address numbers shall be clearly posted on the front/rear of each building, or visible from the road *and/or* parking lot. Letters shall be big with contrasting colors of the background.
- ☐ The roof shall be maintained so as not to allow any water/moisture penetration.
- ☐ All balconies shall be structurally sound, clean, safe and with code compliant guardrails.
- ☐ All interior wall/ceilings surfaces shall be clean, painted and in good repair.
- ☐ All non-carpeted interior floors shall be clean and sanitary, (*without missing tiles*).
- ☐ All carpeted interior floors must be clean, (*without rips, tears or excessive wear*).
- ☐ All air conditioner openings to outside shall have metal grills.
- ☐ All appliances must be clean, operable and in good repair.
- ☐ The main boiler and water heater must be operable, properly vented, leak free and supplied by rigid black pipe with shut off and drip leg for each appliance. (***No flexible connectors***).
- ☐ The utility room must have a code compliant source of combustion air, and locked door.
- ☐ All units and common areas shall be free of any insect or vermin infestation. (*A contract with a licensed exterminator may be required*).
- ☐ All plumbing must be maintained and intact without leaks. All faucets must be maintained in good repair.
- ☐ Bathroom fixtures, tile, mirrors, cabinets and vanities must be maintained and in good repair.
- ☐ Kitchen tile, backsplash, fixtures, counters, drawers and cabinets must be maintained and in good repair.
- ☐ All interior habitable spaces must be maintained at a minimum of 68° F. at all times in the winter months.
- ☐ Common area fire extinguishers, (2A10BC), must be properly mounted with current inspection tags in multi-family units.
- ☐ **No** combustible storage or closets permitted under stairs.



PROSPECT HEIGHTS FIRE PROTECTION DISTRICT

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Fire Prevention Safety Alert!

Grill usage on combustible balconies causing fires.

The new International Fire Codes has specifically addressed the ongoing problem of charcoal and gas grills being used on combustible balconies.

According to section 308.3.1 of the newly adopted International Fire Code:

"Charcoal burners and other open flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction"

"Propane grills with propane capacity of greater than 1 pound shall not be operated on combustible balconies or within 10 feet of combustible construction"

The International Fire Code makes an exception for 1 and 2 family homes or homes with a sprinkler system that protects the balcony.

In a three year study, National Fire Protection Association (NFPA) data shows that there are, on average, 6500 grill fires annually. These fires resulted in 5 deaths and 27.5 million in property damage.

21% of all grill fires occur on balconies or open porches per NFPA.

A few grill reminders:

- Follow the instructions that were provided by the manufacturer.
- Keep children away from the hot grill; be careful with matches and charcoal fluid.
- On a balcony, have a non-combustible pad under your *approved* propane grill.
- Check the propane tank connection and make sure it is tight and the valve works properly.
- Ensure the charcoal ash pan is in place and clean.
- Be careful with ash disposal, be sure the coals are cold before placing in the trash, we recommend using a metal garbage can only.
- Have a proper, working fire extinguisher ready and know how to use it.



Any questions, please contact Deputy Chief Timothy Jones – Fire Prevention Bureau
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