



Dear Apartment Management/Maintenance,

In order to service your property in a more efficient and effective manner, please go over the following information with your maintenance staff. The following information should be used to assess your property on an ongoing basis to keep the property in compliance with the fire code.

This information should be used as a guide in day to day operations to enable you to recognize and correct potential hazards that may endanger lives and property. It is mutually beneficial to property owners, management and the Fire Marshal's Office to work together to make all corrections necessary in order to provide a safe environment. In an emergency this will limit potential property damage which could be detrimental to property value and owners liability.

All information in this guide is believed to be reliable, but not guaranteed. Information in this guide is subject to change and may have additions at a future date.

Thanks in advance for your cooperation, immediate attention and dedication to making your property and Coon Rapids a safer place to live.

The attached forms will need to be filled out and attached to the inspection sheets. Fire personnel will be out in the next two months to complete the fire inspection. They will pick up the forms at that time. Please feel free to drop them off at City Hall if you wish.

If mailing: to Coon Rapids Fire Department - 11155 Robinson Drive, Coon Rapids, MN 55433. Please contact the Fire Department office if you wish to set up a time for the fire inspection 763-767-6429. \*Please note that the firefighters are subject to responding to emergency calls, so inspections might be canceled without notice, and would have to be rescheduled.

Sincerely,

Todd Williams  
Coon Rapids Fire Marshal

### **Apartment Manager / Maintenance Checklist for Fire Inspection Survey**

Place a check mark in the space if applicable to your property "N/A" if not applicable.

11155 Robinson Drive  
Coon Rapids MN 55433  
Tel 763-755-2880  
Fax 763-767-6491  
www.coonrapidsmn.gov



- \_\_\_\_\_ Review "Common Deficiencies Found During Inspections".
- \_\_\_\_\_ Test the Carbon Monoxide Detectors and fill out Form.
- \_\_\_\_\_ Test unit Smoke Detectors and fill out Form.
- \_\_\_\_\_ Review guidelines for fire alarm notification.
- \_\_\_\_\_ Update the contact information sheet.
- \_\_\_\_\_ Review the policy for grills on balconies and patios.
- \_\_\_\_\_ Fire Protection/Sprinkler System (Provide a Copy of the Annual Test).
- \_\_\_\_\_ Fire Alarm System (Provide a Copy of the Annual Test).
- \_\_\_\_\_ Fire Extinguishers (All extinguishers should have a current tag).
- \_\_\_\_\_ All Draft Stops intact, no penetrations in Boiler/Mechanical/Electrical rooms.
- \_\_\_\_\_ Label all Boiler/Mechanical/Electrical /Fire Sprinkler and Fire Alarm rooms.
- \_\_\_\_\_ No Storage of Combustibles in Boiler/Electrical/Mechanical Rooms.
- \_\_\_\_\_ All Electrical Panels have unit numbers on panel cover or next to breaker.
- \_\_\_\_\_ All Electrical outlets have cover plates.