### Hotel/Motel Annual Inspection Checklist

This inspection checklist is provided as a courtesy to assist with your Annual Fire & Life Safety Inspection requirements.

<table>
<thead>
<tr>
<th>Facility Name:</th>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, State &amp; Zip:</td>
<td>Date:</td>
</tr>
<tr>
<td>Contact Name:</td>
<td></td>
</tr>
</tbody>
</table>

#### General Housekeeping Precautions

- P  F  N/A  Accumulation of combustible waste materials - 304.1
- P  F  N/A  Weeds, grass, vines capable of being ignited - 304.1.2
- P  F  N/A  Proper storage of combustible rubbish - 304.2
- P  F  N/A  Containers of combustible rubbish in proper locations - 304.3
- P  F  N/A  Compliance with open flame, fire & burning - 308.1
- P  F  N/A  Vehicle impact protection general - 312.1
- P  F  N/A  Fueled equipment (lawn equipment, generators, etc.) - Section 313
- P  F  N/A  Storage maintained 18" below sprinkler deflector - 315.2.1
- P  F  N/A  Storage in electrical, boiler, mechanical rooms, etc. - 315.3.3

#### Emergency Planning & Fire Service Features

- P  F  N/A  Fire safety evacuation plan in each guest's room - Section 404
- P  F  N/A  Emergency evacuation plans @ front desk - Section 404
- P  F  N/A  Site Plan, exterior & interior @ Front Desk - Section 404
- P  F  N/A  Fire apparatus access roads - Section 503
- P  F  N/A  Fire apparatus access obstructions (vehicles parked in fire lane) - 503.4
- P  F  N/A  Fire apparatus access markings - 503.3
- P  F  N/A  Access to building openings & roofs - Section 504
- P  F  N/A  Key box access & verification of necessary keys - Section 506
- P  F  N/A  Address visible from street (6" letters) - 505.1
- P  F  N/A  Door numbers are visible from outside walkway - 505.1
- P  F  N/A  Key box access & verification of necessary keys - Section 506
- P  F  N/A  Fire protection water supplies - Section 508
- P  F  N/A  Fire Prot./utility equipment access/identification - Section 509

#### Electrical Equipment & Wiring Hazards

- P  F  N/A  Electrical wiring to NFPA 70, current edition - Section 605
- P  F  N/A  Proper illumination of elect., boiler, mechanical rooms, etc. - 605.2
- P  F  N/A  Working space & clearance of electrical service equip. - 605.3
- P  F  N/A  Proper identification & labeling of doors - 605.3.1
- P  F  N/A  Proper use of extension cords - 605.5
- P  F  N/A  Unapproved condition (missing covers switches, outlets, etc) - 605.6

#### Separation of Combustible Materials

- P  F  N/A  Separation of incompatible materials - 5003.9.8
- P  F  N/A  Storage cabinets for flammable liquids - 5704.3

#### Comments:

---

Inspector's Name: ____________________  Responsible Person: ____________________

Prosper Fire Department  1500 E. First Street Prosper, Texas 75078
Phone 972-347-2424  Fax 972-347-3010  www.prospertx.gov

Rev. 01-17 Subject to change