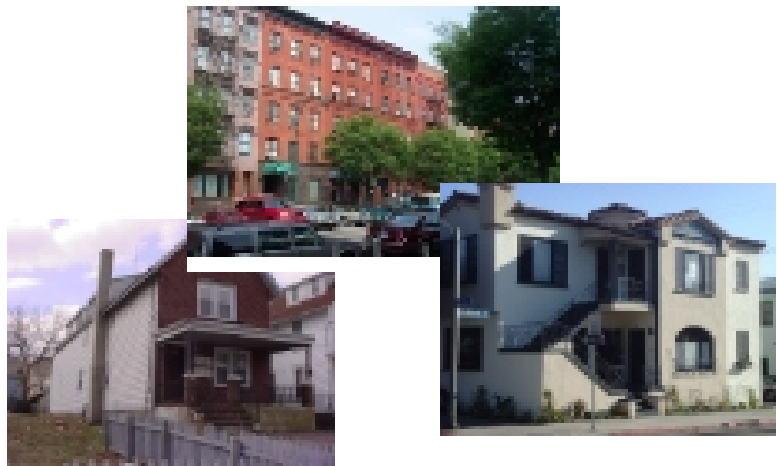


# LACONIA FIRE DEPARTMENT



## INSPECTION REQUIREMENTS GUIDEBOOK

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Multi-Family Residential Dwellings

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The purpose of the guidebook is to provide the owners and prospective owners of multi-family dwellings information regarding their responsibilities in providing quality, affordable and safe residential housing in Laconia. The Guidebook uses best practices, relevant Codes and Standards, City Ordinances and State law to assist the building owner in complying with the law and in providing proper building maintenance.

Multi-family units range from 1-2 family homes to large apartment/condominium complexes and provide a wide array of building and safety issues that need to be addressed.

This Guidebook will review the major points that must be addressed in order to maintain building safety.

**Fire Safety Systems**  
**Means of Egress**  
**Hazardous Conditions**  
**General Building Safety**

## **FIRE SAFETY SYSTEMS:**

### ***Fire Alarms***

Your building may contain a complete interior fire alarm or may have standard smoke detectors for the living and common areas. State law requires that smoke detectors be provided in all common areas and in each living unit. The law further requires that the detectors be wired directly into the buildings electrical system and be properly maintained.

There should be a detector in all common hallways, staircases and in common rooms such as basements or laundries. Smoke detectors in the individual living units (a minimum of one) should be located just outside of the sleeping areas.

In buildings containing full interior fire alarm systems, the smoke detection requirement may be met by that system. Certain buildings in Laconia are required to install a full interior fire alarm. Check with the fire prevention office to see if your building meets this requirement and the type of system that is to be installed.

Full interior fire alarm systems (where installed) must be tested annually by a qualified fire alarm technician and a report forwarded to the Laconia Fire Department for review.

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## ***Fire Sprinkler Systems:***

Fire sprinkler systems are required in certain buildings or may be installed as an option by the property owner. Where sprinkler systems are installed, they must be properly maintained and tested annually to ensure their proper operations. A test report should be forwarded to the Laconia Fire Department. In most cases, spare sprinkler heads are required to be available in the event of a head activation.

It should be noted that the installation of sprinkler systems can significantly reduce the fire and smoke loss and the damage from the water release will usually cost less than 10 percent of the fire damage. The Code also allows for significant reductions in other areas where sprinklers are used. Most insurance companies also provide reduced premiums for sprinklered buildings.

## **MEANS OF EGRESS:**

### ***Exits:***

Each apartment building unit must be provided with two (2) separate means of egress (exit).

In certain cases, a single exit from a dwelling unit, meeting the provision of the Code may be compliant. Contact the Laconia Fire Department for additional information.

A secondary means of escape must also be provided from each sleeping room. This can be a door leading directly to the outside of the building, provide access through another, unlockable space leading to an exit or be a window which meets certain requirements for size and access. As a general rule, windows used for egress must meet the following conditions:

- Be a minimum of 20-inches wide

- Be a minimum of 24-inches high

- Be no higher than 44-Inches above the finished floor

- Be accessible from the inside without the use of tools or excessive force.

- Have a clear open width of 5.7 Sq. Ft.

- Open to an exterior balcony, be no more than 20-feet above grade or be accessible to fire department apparatus (ground ladders)

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## **MEANS OF EGRESS: (continued)**

### ***Exits Pathways:***

Exit Pathways (corridors) must provide a minimum 30-minute fire separation. Usually interior plaster lath and sheetrock walls, in good condition will provide this separation. Damaged walls may need to be evaluated for compliance to this provision of the Code.

Doors adjoining exit pathways (corridors) must provide a minimum 20-minute fire separation.

Doors leading into the exit pathway (corridor) must be self-closing and latching. Doors or walls with transoms, louvers or transfer grills are not permitted.

Common path of travel (the point leading to where two exit options are available) within apartment buildings should not exceed 35-feet. The travel distance from within a unit to the corridor door should not exceed 75-feet. Dead-end corridors shall not exceed 15-feet.

These distances may be increased with the installation of fire sprinkler systems.

### ***Exit Marking and illumination:***

Exits must be clearly marked, accessible and unobstructed. Exits must terminate at the exterior of the building and be provided with an outdoor path leading to a public way. Sufficient illumination must be provided at the floor or path level to assist in evacuation. Automatic, motion sensor type lighting may be used in a means of egress as long as the system is equipped with a fail-safe mechanism. Corridor illumination must be set up where the failure of one lighting unit does not significantly reduce the available lighting.

In buildings of 12 units or more, emergency lighting and illuminated exit signage is required along all egress pathways, unless each unit has a door leading directly to the outside of the building.

Exit signage is required in buildings requiring more than one exit and may be internally or externally illuminated.

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## **HAZARDOUS CONDITIONS:**

### ***Separation from Hazards:***

Certain rooms within apartment buildings may require a fire-rated separation. These rooms include, but are not limited to:

- Boiler rooms containing a heating plant for multiple units
- Workshops and hazardous storage areas
- Trash collection rooms

### ***Exit Stairways:***

Internal exit stairways may be required to be separated from the building by a fire-rated separation depending on the number of floors/units served. An individual building analysis may be required.

## **GENERAL BUILDING SAFETY:**

### ***Electrical Safety:***

Electrical panels must be clearly marked and be accessible at all times. Storage in front of electrical panels is prohibited.

Extension cords may not be used in place of permanent wiring.

Ground-fault electrical outlets or panels may be required in certain locations under the *National Electrical Code*.

Building lighting fixtures should have the light bulbs protected by a dome cover to prevent accidental electric shock.

Units should have sufficient permanent receptacles to provide safe power connections within the unit.

### ***Smoking Safety:***

Smoking materials must be properly disposed of. Ashtrays and non-combustible containers are encouraged. Care should be taken when emptying ashtrays or other hot ashes into refuse containers.

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## **GENERAL BUILDING SAFETY: (continued)**

### ***Heating Systems:***

Keep combustible storage away from heating systems, water heaters or other appliances that produce heat or have open flames.

Check the fuel storage tanks and tubing for leaks or damage. Contact the fire department in the event of a fuel or gas leak within the building.

Heating systems should be inspected on an annual basis to ensure proper performance. A carbon monoxide detector (CO) is recommended.

Unvented, fuel-fired heaters are prohibited. Gas heaters are exempted.

### ***Gas or Charcoal Grills:***

Gas and charcoal grills are prohibited from balconies or within 10 feet of any combustible overhanging part of the building.

Please use the guidebook to assist you in evaluating your property and in educating your residents to the importance of fire and life safety in their building.

A self-inspection form is included in this guidebook for your use.

