



Self-Survey Fire Inspection – Short Term Rental

Dear Short Term Rental Applicant,

The Columbus Fire Department recommends you perform a safety survey prior to occupancy. These surveys help reduce fires by eliminating basic fire safety concerns, educating members of the community on potential hazards, and are intended to help you ensure a safe and livable community.

On the backside of this document you will find a courtesy copy of a self-survey checklist to assist in assessing general safety and code compliance within your building. Please take a few moments to conduct the survey and begin removing hazards as needed. You may find it useful to conduct monthly, quarterly, or even bi-annual safety surveys based on your needs. This form is provided as a voluntary compliance tool to assist you in maintaining a fire safe facility.

Emergency and safety plans should be implemented to improve safety and establish a minimum expectations of your guests. You will need to:

- Develop an Emergency Plan: This is a written plan that provides specific guidance to employees, managers, and customers on how to respond to emergencies such as building evacuation, fire procedures, and response to alarms, severe weather and Medical Emergencies.
- Evacuation Plans: Fire safety and evacuation plans should be posted on the interior side of all bedrooms used for short term rental.

Numerous internet resources are available to assist you in planning and preparations such as:

- FAQs - <https://www.columbus.gov/public-safety/license-section>
- Fire Prevention - <https://library.municode.com/oh/columbus/codes>
- Housing - https://library.municode.com/oh/columbus/codes/code_of_ordinances
- Building - https://library.municode.com/oh/columbus/codes/code_of_ordinances

The Columbus Fire Department is ready to assist you with preventing and responding to emergencies associated with your business. Feel free to contact the Fire Prevention Bureau at 614-645-7641 or Prevention 7 at 614-645-7641 ext. 75607 with any additional questions or comments.

**Columbus Fire Department
Fire Prevention Bureau**



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This document is provided as a courtesy to assist with identifying and eliminating routine fire safety issues, potential hazards, and to help ensure a safe and livable community. This form is intended to serve as a guide and assist with general compliance in your building and may not be all inclusive. It is your responsibility to know, understand, and comply with all appropriate rules and regulations.

A. MEANS OF EGRESS	YES	NO	N/A
1 Exit doors are easily accessible, unobstructed and open easily to the full open position			
2 Exit doors unlatch with a single operation. Door should not require special knowledge to operate			
3 Exit walkways are clear of storage or items that restrict exit width			
4 Stairwells (stairs, landing, areas under landing) are clear of storage. Continuous lighting provided in stairwell			
5 The common emergency exit path, if applicable, is marked by exit signs, lighting and is easily identifiable			
6 Exit signs and emergency lights, if applicable, are unobstructed and operable under normal and emergency power			
7 Operable windows or door to the exterior for each bedroom for emergency escape and rescue. A min of 5.7 sq. ft.			
B. FIRE PROTECTION			
1 Fire extinguishers: Size 2A:10B:C min., service tag or new tag within 1 year, mounted to wall 4"-5' high, accessible			
2 Fire sprinkler and/or standpipes have been serviced by a licensed fire protection contractor within the last year			
3 Fire sprinkler valves are clearly labeled and locked open or monitored by the fire alarm			
4 The fire department connection feeding the fire sprinkler or standpipe is easily accessible and labeled			
5 Stock, storage, displays, etc. is 18" below fire sprinklers, 24" below ceiling in non-sprinkled areas			
6 Standpipe connections are accessible, with protective caps in place			
7 Fire alarm system has been serviced by a licensed fire alarm contractor within the last year			
8 Fire alarm devices such as pull stations, audio or visual alarms, or other devices are unobstructed and visible			
9 Smoke alarms* provided in each bedroom, outside each bedroom and on each floor			
10 Install a carbon monoxide (CO) alarm* in the hallway of your home near sleeping areas			
C. HEATING SYSTEM			
1 Heating appliance in proper working order. Free from leaks			
2 Spacing of not less than 36" is maintained between combustibles (anything that will burn) and heating systems			
D. ELECTRICAL			
1 Extension cords are only used on a temporary basis, only for portable items and never in place of permanent wiring			
2 Breaker box does not have any open slots or circuits, circuits are clearly labeled, breaker cover(s) remain closed			
3 All electrical junction box covers, outlet covers, and switch plates are secured in place			
4 Clearance is maintained around the electrical panel at all times (minimum: 30" wide x 36" deep x 78" high)			
E. GENERAL			
1 Fire Safety & Fire Evacuation plans prepared for review and posted on the bedroom door with emergency numbers			
2 Property street address identification are posted a min. 4" tall numbers or letters on the front of the building			
3 Knox box for fire department entry, if applicable: equipped with current keys			
4 Stairway, handrail, walking surface in good condition (free of rot, damage, trip hazards and maintained)			
5 Clean/Check dryer lint trap after each use and keep all vents clean and maintained			
F. REPORT			
Inspection reports for the following systems must be maintained on site and available for review: Fire Sprinkler Systems, Standpipe Systems, Fire Pumps, Fire Alarms, Hood Suppression, Other Suppression, and Emergency Power Systems			

Owners/property managers should routinely survey building for needed repairs and all exit routes to ensure the exits and exit routes are unobstructed. Walking path should not present any hazards. * Install per manufactures instructions.