



CITY OF COCOA BEACH FIRE DEPARTMENT

50 South Orlando Ave - Cocoa Beach, FL 32931
Tel (321)868-3330 - Fax (321) 868-1203
www.CityofCocoaBeach.com



RESIDENTIAL RENTAL PROPERTY FIRE SAFETY INSPECTION CHECKLIST

Note: This document is provided for REFERENCE PURPOSES ONLY.

| Pass | Fail | FIRE SAFETY |
|------|------|---|
| | | Functioning UL 217 listed smoke alarms installed correctly in each sleeping room or bedroom and in hallways leading to bedrooms. Must be hardwired and continuously powered by the building electrical service with a battery back-up as a secondary power supply in compliance with NFPA 72. Buildings that are 4 stories or more shall have interconnected detectors. All smoke detectors shall be installed by a certified electrician. |
| | | Your rental unit shall have emergency lighting that is required to be above or near the main exit. It is required to be hardwired into the building's electrical system, have battery backup and operate for a period of not less than one (1) hour to illuminate the primary exit. The emergency lighting shall provide illumination automatically in the event of any interruption of normal lighting and shall be installed by a certified electrician. |
| | | A fully charged 2A - 10BC (minimum size) fire extinguisher mounted in an accessible location inside the unit. If placed in a cabinet, a sticker shall be placed reading "fire extinguisher" on cabinet door. The extinguisher must have a visible current manufacture date and tagged by a qualified agency (i.e., certified fire extinguisher company) with an in-service date. Fire extinguisher shall be re-inspected and re-tagged annually. |
| | | No LP, propane, or charcoal grills on balconies or patios. (multi-family only). |
| | | Outdoor cooking grills shall be located at least 10 feet away from any structure or overhead obstruction. An additional extinguisher may be required to be installed in the area if deemed necessary by the fire inspector during their evaluation. |
| | | No storage of combustibles in mechanical room (air conditioning room)/closet. No floor or ceiling penetrations. |
| | | A floor diagram reflecting the actual floor arrangement, primary exit location, secondary exit location and room identification shall be posted in a conspicuous location on or near primary exit door for emergency evacuation and next to the interior door of each bedroom (minimum of 8.5 inches by 11 inches). |
| | | Street address, building and unit numbers shall be clearly visible from the road and mounted on the outside of the structure (Minimum 4" letters) and be of contrasting color. Recommended to be placed on mailbox as well. |
| | | Emergency information/fire safety pamphlet clearly posted in a conspicuous area to include: <ol style="list-style-type: none"> 1. In an emergency, dial 9-1-1 for Police, Ambulance, or Fire Department 2. Complex name, street address, unit number, phone number (if applicable) 3. Name, address, and phone number of vacation rental owner or agent (if applicable) 4. Address/Location of the nearest hospital 5. Maximum occupancy of vacation rental 6. Maximum number of vehicles allowed to park at the rental property 7. Solid waste pick-up regulations (including Waste Management pick-up schedule) 8. Regulations related to sea turtles and sea turtle lighting 9. Copy of the City of Cocoa Beach Noise Ordinance notifications 10. Reference for the City of Cocoa Beach Speed limits and driving specifications. |



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| Pass | Fail | FIRE SAFETY (cont'd) |
|------|------|---|
| | | All applicable gas appliances must be vented to the outside. Carbon Monoxide Detector required in area. |
| | | No flammable liquids or gases stored in units or garages. |
| | | All exits that have access to a water hazard (pool, canal, etc.) shall have a door alerting device. |
| | | Any property with a pool must have a pool hook & a life safety ring (safety ring only for canal access) |
| | | Two (2) occupants per bedroom plus two (2) additional occupants. (Not to exceed 8 occupants total) per Cocoa Beach Code of Ordinances Sec. 26.5-53. |
| | | All gates and/or fences to property must lock and latch securely. |

| Pass | Fail | ELECTRICAL |
|------|------|--|
| | | No unapproved extension cords or multi-plug adapters. UL listed "power-strips" with built in circuit breakers are an approved device. No extension cords shall be used in place of permanent wiring. |
| | | No exposed wiring or other dangerous conditions. |
| | | All outlet covers and switch plates in place. |
| | | G.F.C.I. outlets in required areas; which is any outlet within 6 feet of an open water source (sinks, etc.) |
| | | Electrical panel box clearly labeled with no open spaces or exposed wiring. |

| Pass | Fail | EGRESS / ESCAPE |
|------|------|---|
| | | All means of egress are maintained, unobstructed and in good condition. |
| | | All egress doors latch, are lockable, and all dead bolt locks must be easily unlocked from the inside without a key (Thumb turn). Only one lock allowed, no secondary locks on windows/sliding glass doors. |
| | | Bedrooms must have approved escape windows or doors that are maintained and easily opened, as described below: |
| | | One- and two-family dwellings, recreational vehicles or mobile homes licensed as a transient lodging establishment shall have a minimum of one primary exit and one secondary means of escape. An outside window or door operable from the inside, without the use of tools or special equipment, that provides a clear opening having a minimum of 5.7 square feet of area with no dimension less than 20 inches in width or 24 inches in height. The bottom of the opening shall not be more than 44 inches off the floor. The opening must be directly accessible to fire department rescue apparatus or fire department extension ladder. |



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Assistance Guidelines for Transient Rental Self Inspections

1. No combustible storage in any air conditioner/hot water heater rooms or electrical/mechanical rooms. Storage is not allowed under stairs or in stairwells.
2. Your rental unit must have an emergency light that is required to be above or near the main exit. They are required to be hardwired into the building's electrical system and have battery backup. Please operate each unit by pushing the test button or by turning off the power for twenty minutes. This will test the battery strength and help ensure proper operation if there is an actual power failure. If the emergency light fails, let it recharge and repeat the test. If it fails again, repair or replace it. Batteries should be dated with a permanent marker upon installation and replaced at five-year intervals minimum. Must be tested monthly.
3. A licensed contractor needs to have serviced your fire extinguisher(s) within the last twelve months with a copy of the service tag dated and in place. If a fire extinguisher has been damaged or used, replace it. Check the operating gauge to see if it is in the proper pressure range (the needle should be in the green area). If it's not, have it serviced. Check the extinguisher gauges monthly to see if it remains in the operable range.
4. Receptacles/outlets should have properly fitted covers and should not spark. Frayed or damaged appliance cords need to be replaced. Extension cords are not permitted in place of permanent wiring. G.F.C.I. outlets need to be tested and reset, and in place in outlets within 6' of an open water source such as a sink or bathtub. UL listed "power-strips" with built in circuit breakers are an approved device.
5. Test all smoke detectors in the rental unit and keep a log (to include date tested, result of test, Initials, and battery replaced date). Push the "test" button and hold until the smoke detector activates. Change the back-up batteries annually, if they require it. Note this and all actions in your smoke detector log. Must be tested monthly.
6. Building address shall be so posted as to be visible from the roadway adjacent to the building. Numbers must be a minimum of 4 inches high and in a contrasting color from the background. Unit numbers need to be clearly posted if necessary. We recommend adding the address to the mailbox as well.
7. Check your circuit breakers or fuse panels to assure that they are in good condition. Panel door should always be closed. Clearance to the front of electrical panels shall be a minimum of 36 inches. There must be no holes or blank slots in the electrical panel. All breakers should be labeled appropriately.
8. Open and close all doors and windows to ensure they are operating properly. This would also include all sliding doors. These should operate smoothly without the use of any special tools or keys. No secondary lock shall be installed; guests should have quick and easy egress if necessary.