



# City of Urbandale

Building Department  
3600 86th Street  
Urbandale, IA 50322-4057

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Email [submitplan@urbandale.org](mailto:submitplan@urbandale.org)

## 2011 Annual Multi-Family Self Inspection Checklist - No Fee Required

Complete the items below and note compliance with a checkmark in the box.  
Then return by Mail, Fax or Email to [submitplan@urbandale.org](mailto:submitplan@urbandale.org)

Address of Building(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Complex \_\_\_\_\_

OK n/a.

- 1   Test KITCHEN and BATHROOM GFI receptacles in each UNIT and repair as needed
- 2   Test SMOKE ALARMS in each UNIT and replace batteries
- 3   Test SMOKE ALARMS in all COMMON AREAS and replace batteries
- 4   Test all LIGHTED EXIT SIGNS and repair as needed
- 5   Test all EMERGENCY LIGHTS and repair as needed
- 6   Verify FIRE DOORS are operational and latch without assistance
- 7   Verify all HANDRAILS and GUARDS are secure
- 8   Verify all WINDOWS and SCREENS are installed and undamaged
- 9   Verify all RECEPTACLE and SWITCH COVERS are in place
- 10   Verify UTILITY AREAS are clear of debris
- 11   Verify LAUNDRY ROOMS are clear of debris
- 12   Verify all LAUNDRY DRYER VENTS are connected
- 13   Verify TRIP HAZARDS do not exist on the complex
- 14   Verify FIRE EXTINGUISHERS are in place and have a current METRO INSPECTION TAG
- 15   Verify COMMON AREAS have clear access
- 16   Verify the POOL AREA and EQUIPMENT have been inspected
- 17   Verify the BUILDING ADDRESS is visible from the street.
- 18   Verify FIRE HYDRANTS have a MINIMUM CLEARANCE of 5 FEET in all directions
- 19   Verify ELECTRICAL ROOMS and FIRE SPRINKLER ROOMS are LABELED
- 20   **Attach a copy of the Annual Certification of Fire Alarm /Sprinklers**

Head of Maintenance

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Complex Manager

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_