



## CHECKLIST ADDENDUM FOR COMMON AREAS IN MULTI-FAMILY DWELLINGS, ROOMING HOUSES and HOTELS

*Note: Please refer to the Inspector Guidance document before you begin the inspection.  
(The checklist should be completed at the time of inspection.)*

### Inspector Information:

Inspector Name: \_\_\_\_\_ State License #: \_\_\_\_\_

### Property Information:

Physical Address: \_\_\_\_\_

Number of buildings in complex: \_\_\_\_\_ Number of units in this building: \_\_\_\_\_

Total number of units in complex: \_\_\_\_\_ Number of units inspected (incl. this one): \_\_\_\_\_

| Item  | Inspection  |      | Re-Inspection |      |
|---|-------------|------|---------------|------|
|   | Pass / Fail | Date | Pass / Fail   | Date |
| A. Public hallways and stairways are free of obstructions.  |             |      |               |      |
| B. Public hallways and other common areas are well lit.   |             |      |               |      |
| C. Fire separation is intact between dwellings, hallways, and stairways.  |             |      |               |      |
| D. Fire alarm system is in working order. (Enter N/A if not required.)  |             |      |               |      |
| E. Fire doors are present, free of defect and closures work.  |             |      |               |      |
| F. Exit signs are installed and clearly visible.  |             |      |               |      |
| G. Mechanical room (furnace, boiler) has proper clearance and is not used for storage.  |             |      |               |      |
| H. Electrical room (meters, wires) has proper clearance.  |             |      |               |      |
| I. The multi-family license is posted in a common area.   |             |      |               |      |
| J. HOTELS & MOTELS Only – Prominently display a sign stating that the facility has provided training to all employees on how to identify human trafficking activities and human trafficking victims.  |             |      |               |      |
| K. Are there any other readily observable problems that in the inspector’s opinion represent an immediate threat to the health or safety of the occupant(s)? (If so, “yes” please describe on a separate sheet and submit with this Inspection Form.) |             |      |               |      |