



## 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.)				

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