

Date:

Physical Address:

Responsible Party Name:

Phone:

Email:



ANNUAL

SHORT TERM RENTAL CHECK LIST

REQUIREMENTS

Through the authority of the Town of Jackson, Ordinance 5.60.050 (E), Jackson Hole Fire/EMS conducts annual fire safety inspections on short term rental spaces pursuant to the provisions of the 2012 International Fire Code.

- Is street address visible from outside, street side? (IFC 505.1) Does address match GIS map?
- Is exit illumination required? (IFC 1104.5)
- Do egress doors open without the use of key, tool or special knowledge? (IFC1008)
- Are all egress routes compliant? (IFC 1104)
- Have life safety systems been serviced in the last 12 months? (IFC 901.6)
 - Verify inspection reports
 - Visually check sprinkler heads- is there a Knox Box with current keys?
 - Visually check fire alarm control panels
- Are electrical extension cords compliant? No multitaps? (IFC 605.5)
- Are combustibles too close to base board heaters? (IFC 605.7)
- Is there a fire extinguisher in place for guest use? (IFC 906.1)
- Is the fire extinguisher visible, mounted, and receiving annual servicing? If not in a visible location, is door to fire extinguisher labeled? (IFC 906.1 need) (Mount 906.7)
- Does the space require a CO alarm? (IFC 1103.9)
 - Attached garage, fuel burning appliance
 - CO on every level
- Are smoke alarms in proper locations? (IFC 907)
 - Check age of smoke alarms (most need to be <10 years) (IFC 901.6)
 - Verify backup battery is working
- Electrical service equipment must maintain a working space of no less than 30" in width, 36" depth and 78" height (IFC605.3)
- Spaces locked off from guests cannot contain electrical panels (IFC 605)
- Fire safety and evacuation plans detailing primary and secondary egress, location of fire extinguishers, procedures to follow in the event of an emergency, outside meeting place, and other life safety instructions shall be displayed in a permanent location for guests. (IFC 404.2)
- Inspection from Fire Department will occur every three years. It is your responsibility to inspect your space annually. A fillable form can be found at <http://www.tetonwyo.org/fire/topics/prevention/251539/> save the form for your records and mail a copy to kclay@tetonwyo.org.

RECOMMENDATIONS

- **Interconnect smoke detectors** throughout structure
Interconnected smoke detectors sound off in the entire structure allowing everyone to hear and take quick response to leave the structure.
- Keep a fully charged **battery operated flash light** by every sleeping area.
Surroundings are unfamiliar to visitors. Should the power go out, a flashlight will be especially helpful in the event of an emergency.
- Keep all combustible items a **safe distance from baseboard** heaters.
Baseboard heaters get quite hot. Electrical cords, bedding, furniture, newspapers and magazines – any combustibles must be kept away from baseboard heaters.
- Change outlets to **GFI protection** within 6 feet of wet areas
GFI add safety from electrical shock in wet areas such as sinks, tubs, etc.
- **Knox Boxes** are suggested for all structures having a fire sprinkler system.
Quick access from fire department crews enhances response to fires and allows water to be shut off in the event of a broken pipe.
- Clean **lint out of dryers** after each use.
Dryer lint is loose, flammable particles which can ignite easily.
- Keep **caustic, poisonous, and/or flammable chemicals in secure** cabinets and away from ignition sources.
- If required, CO detectors (installed within an alarm system) shall be listed **UL 2075**.
- If required, single-station CO alarms shall be listed to **UL2034**.

Notes: