



Nashua Fire Rescue

Fire Marshal's Office

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NashuaNH.gov

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Hotel and Dormitory Inspection Checklist

The following is a list of items to be completed/reviewed for the inspection:

- Deficiencies free annual fire alarm report
- Testing log for the local (guest room) smoke alarms
- Carbon Monoxide detectors installed and tested
- Deficiencies free annual sprinkler report
- Fire pump annual inspection report and weekly testing log (If applicable)
- Annual Fire hydrant inspection report (Nashua Fire Marshal Web Site) (If applicable)
- Monthly generator log (If applicable)
- Drills of the emergency organization shall be held at quarterly intervals and shall cover such points as the operation and maintenance of the available first aid, fire appliances, the testing of devices to alert guests, and a study of instructions for emergency duties.
- Kitchen hood exhaust system - Cleaning/inspection up to date, deficiencies free sticker on the hood (If applicable)
- Kitchen hood suppression system - Deficiencies free inspection tag (Within 6 Months) (If applicable)
- Laundry Rooms – Dryer duct work maintenance/cleaning records
- All fire extinguishers with the proper tags and secured to the wall (Annual)
- All emergency lights and exit signs shall be working
- All exit doors shall open and be free from obstruction
- Exit doors free of deadbolts
- Any curtains on site will need to comply with NFPA 701 flammability standards
- Updated emergency contact list (Nashua Fire Marshal Web Site)
- All fire rated doors (Fire Doors) that are held open with magnets properly release and latch in the closed position
- No holes in rated walls, floors and ceiling, all ceiling tiles shall be in place
- Kitchen/storage (CO2) cylinders are required to be chained/or strapped to the wall
- Evacuation signs - A floor diagram reflecting the actual floor arrangement, exit locations, and room identification shall be posted in a location and manner acceptable to the AHJ either on, or immediately adjacent to, every guest room door in hotels and in every resident room in dormitories.
- The inspection usually takes approximately 3-4 hours. We will inspect an average of 4-5 guest rooms per section, per floor.

Failed inspections may require a re-inspection and a \$150.00 re-inspection fee (Reference O-22-023) to be paid prior to scheduling the next inspection.

Should you have any questions in the interim, feel free to contact the Fire Marshal's Office 603-589-3460