

INSPECTION LIST FOR FRATERNITES AND SORORITIES

(The Town of Amherst Inspections Office provided this list. This is a general list and not to be interpreted as the code. For more information and details, contact the Inspection Services Department at 413-256-4030.

E-mail: Inspections@town.amherst.ma.us)

1. *The building is maintained in a safe, operable and sanitary working condition to include:*
 - A. Means of egress
 - B. Safe guard devices and systems
 - C. Service equipment and systems
2. *Floors, walls and ceilings are in good condition and free of holes and penetrations to maintain fire resistance ratings and separation.*
3. *Doors are in good working order and self-closing to maintain proper separation.*
4. *Means of egress, including stairways, corridors, and common areas:*
 - A. Are free of obstructions and tripping hazards
 - B. Are properly illuminated
 - C. Handrails and balusters for stairs are in place and secure
 - D. Flooring and carpets are in good safe condition throughout the building
5. *Emergency lighting and illuminated exit signs throughout the building are adequate and functioning (and within code requirements).*
6. *Interior finishes and trim are in safe condition. Interior hangings and decorations meet code and are within permissible 10%.*
7. *Outside areas, to include decks, and general condition of the site for the following:*
 - A. Inspect decks, porch handrails and balusters, to insure they are secure
 - B. Decking is anchored, secure and safe
 - C. General condition of building exterior, for hazards and zoning violations
 - D. Other conditions that pose a safety hazard
 - E. Fire escapes are maintained in safe condition, illuminated, and free of any obstructions.

The Town of Amherst Fire Department provided this list of items that they check during inspections. The \$45.00 inspection fee must be paid prior to the day of the inspection (several days prior) or else they will not conduct the inspection and the Building Inspector will not issue the Certificate of Occupancy. The inspection fee may be paid in one of three ways:

- mail it with checks for building and health inspection
- pay in person at the Town Hall Central Information Desk
- pay in person at the Central Fire Station

A separate check in the amount of \$45.00 should be made to the Town of Amherst Fire Department.

For more information: fire@town.amherst.ma.us
413-256-4082

1. FIRE ALARMS AND SMOKE DETECTORS: All alarms and detectors must be in full working order. This includes a smoke detector (hardwired) in every bedroom. All detectors and alarms will be tested. A failure in this category must be corrected immediately, otherwise the building will be closed or a fire watch must be hired.
2. SPRINKLER SYSTEMS (if applicable): Sprinkler systems must be in full working order and must have been inspected within the past year by a licensed sprinkler contractor. Each system must bear an inspection tag indicating that it has been inspected within the last year. **NOTE**: Beginning with the September 2002 inspections, the Fire Department will also require a complete copy of the annual inspection report per the NFPA 25 standard. Please advise your sprinkler contractors that you will need these reports. Also note that nothing is permitted to be hanging from any sprinkler piping or sprinkler heads. This includes decorative lights, clothing, etc.
3. KITCHEN SUPPRESSION SYSTEMS (if applicable): Suppression systems over the stoves, grills, and fryolators must be in full working order and have been inspected within the past **six months** by a licensed contractor. Each system must bear a tag indicating that it has been inspected within the last six months.
4. FIRE EXTINGUISHERS: All required fire extinguishers must be in place, must be fully charged, and must bear a tag indicating they have been inspected within the past year. Extinguishers must be appropriately mounted or be in an approved cabinet. They cannot be left loose on a shelf, counter, or floor.
5. GENERAL LIFE SAFETY: Other areas/items that will be inspected: general housekeeping, storage space, heating systems, electrical hazards (such as overloaded extension cords), means of egress, and cooking areas.

ADDITIONAL NOTE: FIRE DOORS NEED TO BE IN GOOD REPAIR AND CLOSED. EVACUATION PROCEDURES SHOULD BE POSTED ON THE BEDROOM SIDE OF EACH DOOR AND IN OTHER PROMINENT AREAS.

HEALTH DEPARTMENT CHECKLIST
FOR MORE INFORMATION, CONTACT 256-4033
(from State Sanitary Code 105 CMR 410.000)

1. All windows that open to the outside need to be weather-tight and able to open fully without excessive effort or assistance and be able to lock.
2. All windows that open to the outside for ventilation purposes must have screens.
3. All floors, walls and ceilings must be in good repair and easy to clean.
4. All bathroom fixtures must be clean and in good working order. Toilet paper must be on toilet paper holders.
5. All bathrooms must be clean, free of mold and mildew, and in good repair.
6. All light fixtures (both indoor and outdoor) must be in good working order and have light bulbs and proper covers.
7. All kitchens, refrigerators and food preparation areas must be clean and in good repair.
8. All doors must be in good repair. Doors to bedrooms must be able to be secured. Padlocks are not allowed. (NOTE – There should be a master key for the property.)
9. Electrical cords, television or telephone cables are not allowed to run in front of or through doorways and underneath carpets.
10. The inside of the building and the area surrounding the building must be free of trash and debris and maintained in a clean and sanitary condition.
11. All smoke detectors must be installed and working properly.
12. All basement areas must be dry and free of mold and mildew.
13. All stairways must have a safe and secure handrail.
14. All stairway treads must be in good repair.
15. All exits must be unobstructed and in safe condition.
16. Do not overload electrical outlets with too many electrical items.

ADDITIONAL CONCERNS: If there are lofts in bedrooms: must be the size of the mattress, must be sturdy and secure, must not block egress, must be adequate height, must have sufficient space between mattress and ceiling.

Furniture must be in good repair. If determined to be a fire hazard, must be removed from the premise.

Student bedrooms need to be in good order. Food should be stored properly. Trash needs to be disposed regularly. Access to egresses must be unobstructed.

No items (posters, tapestries, etc.) may be suspended from the ceiling.