

## Landlord's Responsibilities

### Smoke/CO Alarms

Landlords/Owners are required to install working Smoke & Carbon Monoxide Alarms for tenants & test them monthly.

### Fire Extinguishers

Extinguishers must be in the kitchen and the common areas of the building on each level.

### Exiting & Egress

Exit signs should be lit and tested monthly. Keep halls & stairs adequately lit and free of obstruction. Fire escapes should be structurally sound.

### Sprinkler Systems

If applicable, sprinkler system / standpipe system, ensure they are tested annually - check gauges for pressure and make sure control valves are in the open position.

### Emergency Plan

A written plan to provide specific guidance on how to respond to emergencies such as building evacuation, fire procedures, response to alarms, severe weather, etc. Posted on the back of each bedroom door.

## Tenant Resources

### Columbus Division of Fire

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3639 Parsons Avenue, Columbus, OH 43206  
614-221-3132

[www.columbus.gov/public-safety/fire/](http://www.columbus.gov/public-safety/fire/)

### Ohio State Fire Marshal

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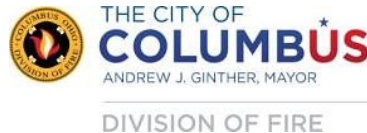
8895 E Main St, Reynoldsburg, OH 43068  
614-752-8200

<https://www.com.ohio.gov/fire>

### Fire Safety Resources

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- **Short Term Rentals**  
[Short Term FAQ](#)
- **Fire Prevention Code**  
[Fire Municipal Code](#)
- **Housing**  
[Fire Municipal Code Housing](#)
- **Building**  
[Fire Municipal Code Building](#)



## Tenants Fire Safety Information



Columbus Division of Fire

# Tenant Checklist

- Smoke alarm installed on every level
- Smoke alarm installed in every bedroom
- All smoke alarms in working order
- Install Carbon monoxide alarms on every level (CO detector is required if fuel burning appliance is in area or served by force air furnace)
- Carbon monoxide alarms in sleeping rooms (CO detector required if fuel burning appliance is in area or served by force air furnace)
- All carbon monoxide alarms are working
- K Extinguisher in kitchen
- ABC Extinguisher on each level
- Emergency plan in place for Medical, Fire, severe weather
- Evacuation Plans: fire safety and evacuation plans must be posted on the interior side of all bedrooms used for short term rental
- Emergency contact information must be prominently posted throughout the facility
- Bedrooms have a minimum of two ways out
- Stairway, handrail, walking surface are all in good condition
- If applicable, the common emergency exit path must be marked by exit signs
- If applicable, exit signs and emergency lights are unobstructed and operable under normal and emergency power

Prevention is key – Share this vital information with your tenants!

## BBQ Grills

- Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction with the exception of gas grills under 1lb LP gas capacity

## Cooking Safety

- Stay in the kitchen while cooking and use a timer to remind you that you are cooking
- Keep combustibles away from your stovetop
- Keep a lid nearby when you are cooking to smother small grease fires by sliding the lid over the pan and turn off the stovetop. Leave the pan covered until completely cooled
- For an oven fire turn off the heat and keep the door closed
- If you choose to try and put out the fire yourself, be sure everyone else is evacuating and someone has called 911

## Other Home Hazards

- Avoid use of extension cords, if possible
- If you use a space heater, keep it at least 3' from anything that can burn and plug directly into an approved receptacle  
**Do not plug it into an extension cord!**
- Storage, stock, supplies, etc. should be maintained in an orderly manner and not excessive to present a fire or safety hazard

## Exits

- Ensure exit doors are easily accessible, unobstructed and open fully
- Ensure exit walkways are clear of storage or items that restrict exit width

- At least 1 operable window or door to the exterior must be provided for each bedroom for emergency escape and rescue

## Careless Smoking

- Use a sturdy ashtray or approved device. Do not use a flammable container such as Tupperware and never use a potted plant. Potting soil contains combustible materials
- Put cigarette out completely
- Empty your ashtray often by first soaking the cigarette butts in water. NEVER toss hot cigarette butts or ashes in the trash
- If you are drowsy, put it out. Fires caused by cigarettes often start on or next to the victim – in bed, on a sofa or in the trash
- **Never smoke while oxygen is in use!**

## Candles

- Avoid use of candles
- If you do burn candles, use candleholders and do not place by combustibles
- **DO NOT LEAVE CANDLES UNATTENDED**
- Don't let candles burn all the way down
- Never burn candles when oxygen is in use

The first step you can take to protect your property is prevention, make sure your tenants are informed. Share these safety tips and reminders frequently with your tenants and be on the lookout for these common hazards when conducting walk-through inspections.