





OKLAHOMA CITY FIRE DEPARTMENT

Fire Marshal's Office

AHJ Policies and Guidelines

Interpretation #: OKCAHJ-2023-09	Subject of Policy: Recordkeeping in Multi-Family Dwellings	
Code Reference: International Fire Code 2015 IFC 102.8 IFC 102.9 IFC 107.1 IFC 107.3 IFC 907.2.11.2 IFC 1103.9		
Reviewed By: Prince Morgan 	Title: Assistant Fire Marshal	Effective Date: 9/01/2023
Approved By: Harold Thompson 	Title: Fire Marshal	Revision Date: N/A

Purpose:

To provide guidance concerning the inspection and record keeping of smoke detectors, CO detectors and interior fire extinguishers in apartment buildings, townhouses, and other multi-family dwelling facilities. The provisions listed in this document do not apply to one and two-family dwellings.

Description of Code Reference:

International Fire Code (IFC) **102.8 Subjects not regulated by this code.** Where applicable standards or requirements are not set forth in this code, or are contained within other laws, codes, regulations, ordinances, or bylaws adopted by the jurisdiction, compliance with applicable standards of the National Fire Protection Association or other nationally recognized fire safety standards, as approved, shall be deemed as prima facie evidence of compliance with the intent of this code. Nothing herein shall derogate from the authority of the fire code official to determine compliance with codes or standards for those activities or installations within the fire code official's jurisdiction or responsibility.

International Fire Code (IFC) **102.9 Matters not provided for.** Requirements that are essential for the public safety of an existing or proposed activity, building or structure, or for the safety of the occupants thereof, that are not specifically provided for by this code, shall be determined by the fire code official.

International Fire Code (IFC) **107.1 Maintenance of safeguards.** Where any device, equipment, system, condition, arrangement, level of protection, or any other feature is required for compliance with the provisions of this code, or otherwise installed, such device, equipment, system, condition, arrangement, level of protection, or other feature shall thereafter be continuously maintained in accordance with this code and applicable referenced standards.

International Fire Code (IFC) **107.3 Recordkeeping**. A record of periodic inspections, tests, servicing and other operations and maintenance shall be maintained on the premises or other approved location for not less than 3 years, or a different period of time where specified in this code or referenced standards. Records shall be made available for inspection by the fire code official, and a copy of the records shall be provided to the fire code official upon request. The fire code official is authorized to prescribe the form and format of such recordkeeping. The fire code official is authorized to require that certain required records be filed with the fire code official.

International Fire Code (IFC) **907.2.11.2 Groups R-2, R-3, R-4 and I-1**. Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and I-1 regardless of *occupant load* at all of the following locations: 1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms. 2. In each room used for sleeping purposes. 3. In each story within a *dwelling unit*, including *basements* but not including crawl spaces and uninhabitable attics. In *dwelling units* or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

International Fire Code (IFC) **1103.9 Carbon monoxide alarms**. Existing Group I-1, I-2, I-4 and R occupancies shall be equipped with carbon monoxide alarms in accordance with Section 915, except that the carbon monoxide alarms shall be allowed to be solely battery operated.

Policy and Guidelines based on The Authority Having Jurisdiction (AHJ)

- In maintaining a safe environment from the threat of fire or injury for all occupants of apartment buildings, townhouses, and other multi-family facilities; the Fire Marshal's Office has deemed that multi-family dwellings as listed above can create a fire and life safety hazard if smoke detectors, CO detection and interior fire extinguishers are not maintained properly. To reduce the hazards, the following shall be required.
- Operable smoke detectors shall be provided and installed in accordance with IFC 1103.8.
- Carbon monoxide detectors in accordance with IFC 1103.9 shall be provided and installed as required.
- Multi-family dwellings that choose to utilize interior 1A10BC fire extinguishers will provide a fire extinguisher for each dwelling unit. Quarterly checks shall include visual inspection to verify fire extinguishers are still charged and within the manufacturer's shelf-life date for the extinguisher.
- A written record of inspection checks and maintenance shall be retained on the premises for a minimum of 3 years. The written record shall include the date of the inspection check, identification of the servicing personnel and notification of any unsatisfactory condition and the corrective action taken. Documentation must be provided to show that smoke detectors, CO detectors and interior fire extinguishers are being tested, visual inspected and maintained in accordance with the manufacturer's instructions. The record should show quarterly testing, inspection, and maintenance.