

SMOKE ALARM MAINTENANCE CHECKLIST

Address/Suite Number: _____ Date: _____

Smoke alarm has been tested as a result of:

- | | |
|---|--|
| ☐ Routine test and maintenance | ☐ Extended Absence of Occupants |
| ☐ Annual test and maintenance | ☐ Complaint |
| ☐ Change of tenancy | ☐ Other: _____ |

A. ROUTINE TEST AND MAINTENANCE

- Smoke alarm is securely fastened to the wall or ceiling
- Smoke alarm shows no evidence of physical damage, paint application or excessive grease and dirt accumulations
- Ventilation holes on the smoke alarm are clean and free of obstructions
- Smoke alarm signal sounds when the test device is operated

YES	NO
☐	☐
☐	☐
☐	☐
☐	☐

B. ANNUAL TEST AND MAINTENANCE

- Smoke alarm is securely fastened to the wall or ceiling
- Smoke alarm shows no evidence of physical damage, paint application or excessive grease and dirt accumulations
- Smoke alarm has been vacuumed
- Smoke alarm is powered by: ☐ AC Wiring ☐ Standard Battery ☐ Long Life Battery that expires in the year _____. For battery operated smoke alarms:
Battery has been replaced and securely connected to the clips.
Battery is of the type _____ as recommended by the manufacturer.
Battery terminals are free of corrosion and signs of leakage.
- Smoke alarm signal sounds when the smoke alarm is tested using smoke produced from a burning ☐ incense stick ☐ punk stick ☐ smoke ☐ other _____
- Has tenant been provided with maintenance instructions for the device(s)

YES	NO
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

C. SERVICING AND REPLACEMENT (complete this section if "NO" is checked in sections A or B)

Smoke alarm has been serviced as follows: _____

Smoke alarm has been replaced as a result of:

- | | |
|---|--|
| ☐ Failure to sound alarm during test | ☐ Frequent false alarms |
| ☐ Physical damage | ☐ Battery leakage |
| ☐ Painted exterior case | ☐ Age |
| ☐ Excessive stains, grease or dirt accumulations | ☐ Other: _____ |

Name and Title (please print): _____

Agency (please print): _____

Signature: _____

Tenant Signature: _____

CARBON MONOXIDE DETECTOR MAINTENANCE CHECKLIST

Address/Suite Number: _____ Date: _____

Carbon monoxide detector has been tested as a result of:

- | | |
|---|--|
| ☐ Routine test and maintenance | ☐ Extended Absence of Occupants |
| ☐ Annual test and maintenance | ☐ Complaint |
| ☐ Change of tenancy | ☐ Other: _____ |

A. ROUTINE TEST AND MAINTENANCE

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Carbon monoxide detector is securely fastened to the wall or ceiling | ☐ | ☐ |
| 2. Carbon monoxide detector shows no evidence of physical damage, paint application or excessive grease and dirt accumulations | ☐ | ☐ |
| 3. Ventilation holes on the carbon monoxide detector are clean and free of obstructions | ☐ | ☐ |
| 4. Carbon monoxide detector signal sounds when the test device is operated | ☐ | ☐ |

B. ANNUAL TEST AND MAINTENANCE

- | | YES | NO |
|--|--------------------------|--------------------------|
| 5. Carbon monoxide detector is securely fastened to the wall or ceiling | ☐ | ☐ |
| 6. Carbon monoxide detector shows no evidence of physical damage, paint application or excessive grease and dirt accumulations | ☐ | ☐ |
| 7. Carbon monoxide detector has been vacuumed | ☐ | ☐ |
| 8. Carbon monoxide detector is powered by: ☐ AC Wiring ☐ Standard Battery ☐ Long Life Battery that expires in the year _____. For battery operated carbon monoxide detectors:
Battery has been replaced and securely connected to the clips. | ☐ | ☐ |
| Battery is of the type _____ as recommended by the manufacturer. | ☐ | ☐ |
| Battery terminals are free of corrosion and signs of leakage. | ☐ | ☐ |
| 9. Carbon monoxide detector signal sounds when the carbon monoxide detector was tested using the test button | ☐ | ☐ |
| 10. Has tenant been provided with maintenance instructions for the device(s) | ☐ | ☐ |

C. SERVICING AND REPLACEMENT (complete this section if "NO" is checked in sections A or B)

Carbon monoxide detector has been serviced as follows: _____

Carbon monoxide detector has been replaced as a result of:

- | | |
|---|--|
| ☐ Failure to sound alarm during test | ☐ Frequent false alarms |
| ☐ Physical damage | ☐ Battery leakage |
| ☐ Painted exterior case | ☐ Age |
| ☐ Excessive stains, grease or dirt accumulations | ☐ Other: _____ |

Name and Title (please print): _____

Agency (please print): _____

Signature: _____

Tenant Signature: _____