

Safety, Licensing and Inspection Program Association of Independent Living Groups at MIT

1. Egress

- A. Maintain 3' clear egress pathways, free of trash, storage, furniture, bicycles, extension cords, or similar hazards.
- B. There should be a minimum two distinct and separate exit paths from every room in the Building.
- C. Provide Evacuation Route Diagrams on each floor.
- D. Provide clear access path to at least one window in each bedroom. Window should be operable without special tools and free of air conditioners.
- E. Fire escapes should be free of any obstruction.
- F. Fire doors should have operable closers and close quickly and latch completely.
- G. Egress doors should be have secure working knobs and be free of locks.
- H. Emergency egress drill/fire drills should be held at least once a year.

2. Fire Extinguishers

- A. Provide at least one fire extinguisher on each floor.
- B. Provide at least one fire extinguisher in kitchen.
- C. Provide at least one fire extinguisher in laundry room.
- D. All extinguishers should be hung properly in good working order, with identifying signage and current annual inspection tags.

3. Kitchen and Cooking

- A. Wash hood filters on weekly basis.
- B. Maintain and inspect cooking area extinguishing system (ANSUL) twice a year.
- C. Clean hood and ductwork at least twice a year.
- D. Clean grease trap on a regular basis, with a cleaning log.
- E. Maintain clean kitchen.
- F. Provide proper food storage, at appropriate temperatures and separate from non-food related storage.
- G. Make sure all certificates and licenses are up to date (this is a requirement for all "food establishments" and enforced in Cambridge).

4. Emergency Systems

- A. Exit signage should be properly illuminated and maintained in working order.
- B. Emergency lighting should be properly maintained, inspected, and tested for operation at least once a year.
- C. Provide a functioning smoke detector in every habitable room.
- D. Fire alarm system, pulls, and associated detectors should be properly maintained, inspected, and tested for operation at least once a year.
- E. Sprinkler system and fire pumps should be properly maintained, inspected, and tested for operation at least once a year.

- F. Maintain adequate free space between sprinkler heads and furniture, storage containers, and similar obstructions.
- G. Provide at least one fire alarm pull on every floor.
- H. Provide suitable fire detectors and controls in boiler and mechanical rooms.

5. Electrical

- A. Maintain electrical outlets, switches, and permanent lighting in proper working order. Broken covers, exposed wiring and sockets, or similar hazards should be repaired immediately.
- B. Avoid excessive use of extension cords.

6. Plumbing

- A. Maintain water lines and plumbing fixtures in proper working order. Leaking pipes, blocked drains, and broken fixtures should be repaired immediately.

7. Mechanical Systems

- A. Maintain boilers, furnaces, fans, and central air conditioning in proper working order. Mechanical systems should be properly maintained, inspected, and tested for operation at least once a year.
- B. Boiler rooms and similar mechanical rooms should be closed to public corridors and similar habitable areas, free of combustible materials, and have clear access pathways to equipment.
- C. Adequate fresh air intake and exhaust gas vents should be maintained in mechanical/boiler rooms.

8. Building

- A. Maintain roof, exterior walls, doors and windows in good, weatherproof condition. Roof leaks, cracked masonry, and broken doors and windows should be repaired immediately.
- B. Maintain interior doors and stairways in good condition. Broken handles, handrails, supports, and treads should be repaired immediately.
- C. Maintain interior finishes in good condition. Flaking paint, holes, and damaged surfaces should be repaired immediately.
- D. Furniture in public areas should have a label which meets the Massachusetts Board of Fire Prevention Regulations and states: "NOTICE: THIS ARTICLE MEETS ALL FLAMMABILITY REQUIREMENTS OF CALIFORNIA BUREAU OF HOME FURNISHINGS BULLETIN 133. CARE SHOULD BE EXERCISED NEAR OPEN FLAME OR WITH BURNING CIGARETTES." (aka California 133).

9. Laundry Room

- A. Clean dryer lint filters after every load.
- B. Clean and maintain dryer vent on a regular basis.
- C. Check plumbing and washer hose connection on a regular basis.
- D. Keep area around washer and dryer free of trash, dropped clothing, and lint.

10. Housekeeping

- A. Habitable rooms should be clean and well-kept. Trash should be collected and removed on a regular basis. Excessive dirt, plumbing overflows, and spills should be cleaned immediately from surfaces.
- B. Storage rooms should be neat and orderly, with clear access to all stored items.
- C. Flammable materials should be stored in an approved fire locker.
- D. Utility rooms (Boiler Room, Electrical Panel Room, Gas Shutoff Room, Sprinkler Shutoff Room, etc, etc.) should be labelled as such to facilitate quick identification by emergency personnel.

11. Inspections, Certificates, and Paperwork

- A. Update and maintain a folder of the following inspections, certificates and paperwork on site and in your FCI locker (some may not apply to your House):
 - (1) Boston Fire Department Inspection Certificate. (Yearly, Posted in Front Hall)
 - (2) City Inspectional Services Egress Certificate. (Yearly, Posted in Front Hall)
 - (3) City Lodging/Dormitory License. (Yearly, Posted in Front Hall)
 - (4) Sprinkler System Inspection Certificate. (Yearly)
 - (5) Fire Alarm System Inspection Certificate. (Quarterly, Yearly)
 - (6) Fire Escape Structural Inspection Certificate. (Every 5 Years)
 - (7) For “Food Establishments” a variety of up to date certificates are needed:
 - a. Food Establishment Permit (Inspections up to Twice a Year, Usually obtained by House)
 - b. Allergy Awareness Certificate (Up to Date with Responsible Party, which might be a hired chef or caterer or a member of the House)
 - c. Choke Saver Certificate (Up to Date with Responsible Party, which might be a hired chef or caterer or a member of the House)
 - d. Milk License (Yearly, Usually obtained by House)
 - e. Serv-Safe Certificate (Up to Date with Responsible Party, which might be a hired chef or caterer or a member of the House)
 - (8) ANSUL System Inspection Tag. (Twice a Year)
 - (9) Fire Extinguisher Tags. (Yearly)
 - (10) Fire Pump Inspection Certificate. (Yearly)
 - (11) Exit/Emergency Lighting Inspection Certificate. (Yearly)
 - (12) Elevator Inspection Certificate. (Yearly, Posted)
 - (13) Roof Deck Permit and Structural Inspection Certificate. (Every 5 Years)
 - (14) Hood Cleaning Sticker. (At Least Twice a Year, more if using Frialator)