



## **Annual Fire Safety Equipment Report Due From All Owners.**

Your blank form can either be found in the Annual Owners Meeting Packet or on page 2 of this notice. The Annual Owners Meeting announcement & packet is in the mail.

**Please complete the form and turn it in at the Office  
by June 30, 2018.**

The Denver Fire Department can assess fines for any owner that doesn't complete and submit the completed form.

Notice Date: May 24, 2018



**DENVER**  
THE MILE HIGH CITY

**CITY AND COUNTY OF DENVER**  
Department of Safety  
Fire Department  
Fire Prevention Division

P.O. Box 40385  
Denver, CO 80204  
p: 720.913.3474  
f: 720.913.3587

## Residential Fire Safety Equipment Report

**Homeowner:** As a homeowner or tenant in a multi-unit residential facility, you are required to complete this report **and submit it to the property management or homeowners' association (HOA) annually**, unless the management is doing the required maintenance for you. We recommend that detectors be tested in the spring and fall—same time you change the clocks for daylight savings time. Portable fire extinguishers must be inspected once a year and hydrostatically tested every five years.

**Property Manager or HOA Administrator:** As a property manager or homeowners' association administrator, you are required to obtain Residential Fire Safety Equipment Reports for each unit annually. The reports must be kept on file and ready for inspection by Denver Fire Department personnel for three years.

You may download additional forms at :

[www.denvergov.org/Services/FirePrevention/HomeFireSafety/SmokeDetectorsCarbonMonoxideDetectorsandFir/tabid/437025/Default.aspx](http://www.denvergov.org/Services/FirePrevention/HomeFireSafety/SmokeDetectorsCarbonMonoxideDetectorsandFir/tabid/437025/Default.aspx)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Denver, CO 802 \_\_\_\_\_

### **SMOKE ALARM** (must be tested and batteries changed every 6 months)

Number of smoke alarms in residence \_\_\_\_\_ Year(s) of manufacture \_\_\_\_\_

Date test was completed \_\_\_\_\_ Batteries changed? Yes No

### **PORTABLE FIRE EXTINGUISHER** (must be inspected once a year)

Number of portable fire extinguishers in residence \_\_\_\_\_ Year(s) of manufacture \_\_\_\_\_

Date of last inspection \_\_\_\_\_

### **CARBON MONOXIDE ALARM** (must be tested and batteries changed every 6 months)

Number of carbon monoxide alarms in residence \_\_\_\_\_ Year(s) of manufacture \_\_\_\_\_

Date test was completed \_\_\_\_\_ Batteries changed? Yes No