



Community & Economic Development Division
Building Department

Municipal Office Building
66 Central Square
Bridgewater, MA 02324
508-697-0904

MULTI-FAMILY CHECKLIST

COMMON HALLWAYS

- ☐ Emergency contact information is posted in both the front and rear hallways of the first floor – This must include the phone number of the Owner/Manager, Police, Fire, Board of Health, and the Building Department.
- ☐ Emergency escape plan on all floors.
- ☐ Egress doors/pathways – no obstructions
- ☐ Stairway, handrails, and guards
- ☐ Unit doors labeled – front and rear doors.
- ☐ Hardwired smoke detectors in common areas
- ☐ Illuminated exit signs with emergency lights.
- ☐ Fire alarm inspection report, if applicable
- ☐ Fire escape structural engineer report, if applicable
- ☐ Sprinkler system report, if applicable

BASEMENT

- ☐ Stairway, handrails, and guards
- ☐ Structural issues
- ☐ Electrical panels are labeled for each unit.
- ☐ Fire hazards – cobwebs, trash, paint cans, etc.
- ☐ Flue connections into masonry chimneys
- ☐ Smoke/CO2 Detector at bottom of stairs hardwired into common hall.

OUTDOORS

- ☐ Egress doors/pathways – no obstructions
- ☐ House numbers applied in high contrast to building.
- ☐ Gas meters are labeled reflecting each unit.
- ☐ Porches/structural issues/handrails and balusters
- ☐ Knox box installed – with proper emergency contact information and phone numbers.
- ☐ No gas grills second floor or above
- ☐ Fire hazards

Bridgewater:

Preserving Our Past. Enriching Our Present. Building Our Future.