



## BASIC FIRE SAFETY CHECKLIST FOR STUDENTS IN OFF CAMPUS HOUSING



It is recommended that the following items be considered at a minimum prior to signing a lease agreement and/or moving into off campus housing:

1. Does the home/apartment have working smoke detectors on every floor and outside of each bedroom?
2. Are the detectors tested and are batteries changed at regular intervals as prescribed by the manufacturer?
3. Are there at least two ways out of every room in case of fire?
4. Are carbon monoxide detectors installed near sleeping areas?
5. Are all heating systems inspected and maintained by qualified personnel on a regular basis?
6. If space heaters, either wall mounted or portable, are used is the area around the heater(s) kept clear of any combustible materials (curtains, bedding, clothing, etc)?
7. While use of extension cords should be avoided where possible, if they are used are they of a proper size for the application, and not run under rugs, through doorways etc.?
8. Are all utility issues such as tripped breakers, non-functioning appliances, etc. reported to the landlord or maintenance company, and repairs completed in a timely manner?
9. If candles , incense, or other potential ignition sources are used are they kept clear of combustible materials, placed where they are not likely to be accidentally bumped or knocked off of their resting place, and extinguished prior to leaving the room or going to sleep?
10. If smokers live in the residence are ashtrays utilized, and are all ashes completely extinguished before being discarded?

If you believe an unsafe condition/ fire hazard exists in an off campus housing property, first contact the landlord. If the issue is not corrected, or if you have questions, contact the Bowling Green Fire Department Division of Fire Prevention and Inspection at 270-393-3702. To anonymously report unsafe conditions either on or off campus, use the WKU Police Tip Line 270-745-8773.

*This list was collected from a variety of professional fire protection and university sources, and is not intended to be considered as comprehensive or inclusive of all potential fire hazards or unsafe conditions that may exist in housing units not controlled by WKU.*