

Equipment Maintenance form

MN Rule 9555.6205, Subp. 1: The home is free of plumbing, electrical, ventilation, mechanical, or structural hazards that would threaten the health or safety of any person living in the home.

License Holder Information

License Holder/Company Name: _____

Site Address: _____

Contact Phone Number: _____

I have no concerns about the working condition of _____

Inspection Company Information

Company Name: _____

Equipment Inspected: _____

Date of Inspection: _____

Equipment found in good working order

Repairs are needed (please note any findings below)

Comments: _____

License Holder Signature/Date	Inspector Signature/Date

Smoke Alarms

It's highly recommended to test smoke alarms with fire drills.

- To track date of testing:

Month	Date Smoke Alarms Tested	Month	Date Smoke Alarms Tested
January		July	
February		August	
March		September	
April		October	
May		November	
June		December	

Annual reminder to replace smoke alarm batteries

- Batteries are required to be replaced annually (or when alarm chirps, warning batteries are nearing the end of their life) unless the smoke alarm uses long-life batteries.
- Long-life smoke alarms with batteries sealed inside shall be replaced immediately when alarm chirps warning batteries are nearing end of life.

10- year requirement to replace smoke alarms

Smoke alarms are required to be replaced within 10 years of the date of manufacture.

- The date is located on the back of the alarm. If there is no date, the smoke alarm is over 10 years old.
- Smoke alarms must also be replaced when they fail to operate.
- They must be replaced with the same type of power supply. This does not prevent replacing battery powered alarms with electrically powered alarms with battery backup.
- Tip:** Write the date of scheduled replacement on the outside of the alarm.

EVERY YEAR – test batteries		EVERY 10 YEARS – replace alarm	
Smoke Detector Locations	Annual Date Batteries Replaced	Date of Manufacture	Year Alarm Due to be Replaced

Required location of smoke alarms based on year of building construction

See: <https://dps.mn.gov/divisions/sfm/fire-code/Documents/Fire-Code-Information-Sheets/Smoke-alarms-in-residential-occupancies.pdf>

Carbon Monoxide Detectors

It's highly recommended to test carbon monoxide detectors monthly

- Track date of testing below.

Month	Date Carbon Monoxide Detector Tested	Month	Date Carbon Monoxide Detector Tested
January		July	
February		August	
March		September	
April		October	
May		November	
June		December	

Replacement of carbon monoxide detectors and batteries

- Carbon monoxide detectors must be replaced every 5 to 7 years, according to manufacturer's instructions.
- Carbon monoxide detector batteries must be replaced according to manufacturer's instructions.
- Carbon monoxide detectors / batteries must also be replaced when they fail to operate.
- Tip:** Write the date of scheduled replacement on the outside of the detector.

Carbon Monoxide Detector Locations	Date of Purchase /Manufacture	Battery Replacement		Detector Replacement	
		Manufacturer Suggested Battery Replacement	Date Batteries Replaced	Manufacturer Suggested Detector Replacement	Date Detector Replaced

Required location of carbon monoxide detectors

- Carbon monoxide detectors are required to be located within 10 feet of all sleeping areas.
- Carbon monoxide detectors must be installed according to manufacturer's instructions.
- It is important that they not be placed in 'dead' air pockets such as corners of rooms, at the junction of walls and ceilings, or within 36" inches of ventilation ducts.

What to do if a carbon monoxide detector's alarm sounds

- Treat all alarms as real emergencies.
- Evacuate everyone from your home immediately, leaving the door open for ventilation.
- Call 911 once outside.
- Have your home inspected by professionals and carbon monoxide leak repaired prior to resuming care.
- Be sure to clear snow and debris from furnace, dryer, fireplace, and oven vents to prevent carbon monoxide buildup.

This is an optional form to obtain this information.

Flashlight and Weather Radio Testing

It's highly recommended to test your flashlight and radio monthly

- Track date of testing below.

Month	Date Flashlight & Radio Tested
January	
February	
March	
April	
May	
June	

Month	Date Flashlight & Radio Tested
July	
August	
September	
October	
November	
December	

Replacement of flashlight and radio and batteries

- Flashlight and weather radio batteries must be replaced according to manufacturer's instructions.
- Flashlight and weather radios / batteries must also be replaced when they fail to operate.

Flashlight Locations	Radio Locations

There are no required locations for flashlights or weather radios, however...

- It may be helpful to have flashlights in multiple places so they are easily accessible if the power were to go out suddenly.
- Weather radios should also be easily accessible to everyone.
- It may also be helpful to keep the items in the same spot every time so everyone is aware of their location.
- Please note that phones CANNOT be used in place of a weather radio, but CAN be used as a flashlight.

This is an optional form to obtain this information.