Federal Hotel and Motel Fire Safety Declaration Form

Use this form to report your property's compliance with the Hotel and Motel Fire Safety Act of 1990 (P.L. 101-391) (the "Act"). Return to your state fire authority only if this property is to be included in the National Master List of complying hotels and motels, compiled and published by the United States Fire Administration, or if information in the current listing is to be corrected, edited, or changed.

This form is being submitted to (check one):

- ❒ Add a previously unlisted property to the National Master List.
- ❒ Correct, change, or edit an existing entry on the National Master List.
  FEMA number of existing entry, if known _____.
- ❒ Delete the following entry from the National Master List.
  FEMA number of existing entry, if known _____.

Property Name _____

Street Address _____

City, State, Zip _____

Phone Number for Reservations (_____) _____

Property Manager _____ Title _____

Number of Stories _____

Smoke Detectors

(Check if applicable)

1. Each guest room is equipped with at least one hard-wired single station smoke detector installed in accordance with National Fire Protection Association (NFPA) Standard 74 (*see illustration at right for guidance*). Note: smoke detectors that are solely battery operated do ***not*** qualify. ❒

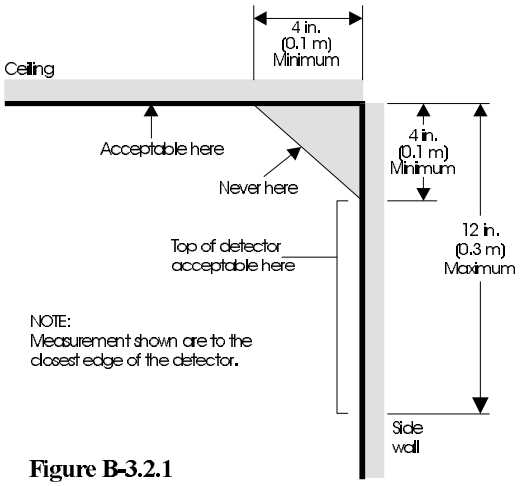

Figure B-3.2.1
Example of proper mounting for detectors.

(Copyright © 1991 NFPA. Excerpted with permission from NFPA Standard 74. See complete standard for full specifications)

Automatic Sprinkler Systems

(Sprinklers required unless three stories or fewer in height)

(Check only ONE.)

2. This property is three or fewer stories in height and is therefore exempted from the Act's automatic fire sprinkler requirements. ❒

3. ***If sprinklers installed before October 25, 1992*** -- This property has an automatic sprinkler system installed in compliance with an applicable standard (adopted by the governmental authority having jurisdiction, and in effect, at the time of installation), provided such standard required the placement of a sprinkler head in the sleeping area of each guest room. ❒

4. ***If sprinklers installed on or after October 25, 1992*** -- This property has an automatic sprinkler system installed in accordance with NFPA Standard 13 or 13R, whichever is appropriate, in accordance with the requirements of the Act. ❒

I hereby attest that the information supplied on this form is true and accurate to the best of my knowledge and belief. Therefore, _____ *(name of property)* is entitled to be included in the national master list of public accommodations compiled by the United States Fire Administration and included in the Federal Travel Directory published by the General Services Administration. I understand that this information is subject to verification by federal, state, and local fire authorities, and that I am subject to fines of up to $10,000 and/or imprisonment for up to five years if I knowingly make false or fraudulent statements to the government.

_____ _____ _____
Signature Date Print Name

_____ _____ (____) _____
Title Organization Phone Number

For more information contact your local or state fire authority, your insurance carrier, or your state hotel association.

Instructions for the
Federal Hotel and Motel Fire Safety Declaration Form

General

You are required to complete this form only if you wish to be included in the federal listing of hotels and motels that meet the fire safety standards of the Hotel and Motel Fire Safety Act.

Smoke Detectors

Item 1. Check the box on the right-hand side if each guest room of your property is equipped with hardwired, single-station smoke detectors installed in accordance with NFPA Standard 74.

Automatic Sprinkler Systems

To be in compliance with the sprinkler provisions of the Act, you must be able to check one box in this section.

Item 2. Your property is exempt from the sprinkler system requirements of this Act if it is three or fewer stories in height. However, if your property is three or fewer stories in height, but is *also* sprinklered according to the standards of the Act, you may wish to check box number (3) or (4) indicating that it is sprinklered, regardless of the height exemption.

Item 3. Your property has a properly operating sprinkler system that has been installed prior to October 25, 1992, which includes the placement of sprinkler head in the sleeping area of each guest room, and which is installed in accordance with the standard adopted by the governmental authority having jurisdiction at the time of installation.

Item 4. Your property has a properly operating sprinkler system installed on or after October 25, 1992, in accordance with NFPA Standard 13 or 13R, whichever is appropriate.

> (Note: In rare instances, the governmental authority having jurisdiction may have adopted a specific requirement that prevents compliance with a provision of NFPA 13 or 13R. In such cases, the property is exempt from complying with that specific provision of NFPA 13 or 13R, but from that provision *only*.)

Submission

Submit this form to your state fire marshal ONLY if your property:

a) Meets the smoke detector requirement of this Act;

AND

b) Meets the automatic sprinkler requirements of this Act, or is exempt on the grounds of being three or fewer stories in height.

For more information about the Hotel and Motel Fire Safety Act, contact the United States Fire Administration (USFA) at 1(800)238-3358 or META at 1(800)753-6382.