

Fire safety recommendations for short-term rental accommodations

CFPA-E Guideline No 38:2021 F





FOREWORD

CFPA Europe develops and publishes common guidelines in order to achieve similar interpretation in the European countries and to give examples of acceptable solutions, concepts and models. CFPA Europe has the aim to facilitate and support fire protection, security and protection against natural hazards across Europe, and the whole world.

The market imposes new demands for quality and safety. Today, fire protection, security and protection against natural hazards form an integral part of a modern strategy for survival, sustainability and competitiveness.

These Guidelines are primarily intended for the public. They are also aimed at rescue services, insurers, consultants, safety companies and the like so that, in the course of their work, they may be able to help manage risk in society.

These Guidelines reflect best practice developed by the national members of CFPA Europe. Where these Guidelines and national requirements conflict, national requirements shall apply.

This Guideline has been compiled by the Guidelines Commission and is adopted by all members of CFPA Europe.

Copenhagen, August 2021
CFPA Europe

Jesper Ditlev
Chairman

Cologne, August 2021
Guidelines Commission

Hardy Rusch
Chairman





Contents

1	Introduction	4
2	Scope	4
3	Definitions.....	5
4	Field of application.....	6
5	Fire risk assessment.....	6
6	Minimum fire safety requirements	7
6.1	Safety instructions.....	7
6.2	Egress in case of an emergency	7
6.3	Maximum occupancy	8
6.4	Emergency lights.....	8
6.5	Kitchens	8
6.6	Electrical systems and appliances	8
6.7	Gas supply systems and appliances.....	9
6.8	Protection against natural hazards.....	9
6.9	Waste management and disposal	9
6.10	Smoking and candles.....	9
6.11	Fireplaces and other open flame devices	10
6.12	Lifts	10
6.13	Fire detection and alarm system	11
6.14	People with disabilities.....	12
7	Fire safety recommended additional measures	12
7.1	Egress.....	12
7.2	Lifts	13
7.3	Reaction to fire	13
7.4	Dangerous substances and chemicals	13
7.5	Fireplaces.....	13
7.6	Fire detection and alarm system	13
7.7	Carbon Monoxide (CO) detectors	14
7.8	Fire blankets.....	14
7.9	Fire extinguishers.....	14
7.10	Fixed fire extinguishing systems	15
8	Historical buildings.....	15
9	Inspection checklist.....	16
10	European guidelines	16
	Annex 1: Inspection checklist	18

Key words:



1 Introduction

This Guideline is concerned with fire safety in short term residential rental services. In these activities, often people are not fully aware of the characteristics of the spaces that they occupy, and presently in many European countries, the legislation is not always clear about what should be recommended in terms of fire safety.

This guideline is primarily intended for those responsible for safety in short term rental services. It is also addressed to the rescue services, consultants, safety companies etc. so that, in course of their work, they may be able to help to increase the levels of fire safety.

2 Scope

This guideline addresses the fire safety issues of short-term residential rental accommodation, such as apartments, bed & breakfast, country houses, farmhouses, etc. These premises are offered to people for rent for a short period of time, usually ranging from a day to a few days, rarely exceeding a few weeks.

Guests of these short-term rentals are usually unaware of the exact characteristics of the premises, particularly concerning fire safety.

Often guests decide to book a certain short-term rental premises on the basis of different needs and expectations, generally linked to aspects like the distance to tourist attractions or other amenities, the number of beds, the availability of certain appliances etc., but rarely do they consider the fire safety of the place, or have insufficient information about it.

Long-term renters generally know the premises well and, in case of fire, have the knowledge and determination to act quickly; in short-term rental accommodation, guests are generally not familiar enough with the premises and therefore egress or response to a fire can be difficult or even impossible.

In some cases, short-term rental premises are located in historic buildings, or simply in old buildings, and their safety systems might not be up to date. Technological systems, for example electrical systems or gas appliances (if present), can be too old, non-compliant, lack maintenance or even be dangerous. Additionally, hosts can be unaware or unwilling to increase the fire safety level of their premises.

In most European countries, authorities impose fire protection measures to long-term rental services. For these structures, national or local laws often require the host to guarantee the compliance to local building codes, the safety of the bearing structures, the safety of technological systems, the efficiency of installed fire protection systems, appropriate evacuation routes, etc., so the safety of the guests is guaranteed. This generally does not happen in short-term rental services.

Some European countries have codes concerning short rental services; other countries don't. As a consequence of that, the aim of this guideline is to provide hosts with some very basic principles



and measures in order to meet a level of fire safety that is to be considered as a minimum. These measures are easy to implement and have a low cost.

In a second part, this guideline contains additional suggestions in order to increase the level of fire safety of these structures, to be applied by hosts on a voluntary basis. The application of these additional measures allows people to reach a higher level of fire safety.

In addition to what is indicated in this guideline, in some cases it can be necessary or appropriate to appoint a qualified fire engineer to carry out a more advanced risk assessment. In these cases, the fire risk assessment must take into account the fire resistance of load-bearing structure and compartmentation, the access routes of emergency vehicles, the conformity of different technical equipment, the maintenance of the whole structure, etc.

In any case, if national or local codes are in contrast with this guideline, national and local codes prevail.

3 Definitions

Short-term rental accommodation: part of the hospitality industry where privately owned premises are rented to guests, usually through an online peer-to-peer booking platform.

Short-term rental accommodation premises or premises: any residential premises that are offered, in exchange for a fee, to guests on an online peer-to-peer booking platform.

Host: the person responsible for the short-term rental premises, who offers the premises for a fee. In case the premises is managed by a company, the host is the person responsible from that company.

Guest(s): the person(s) that occupy the short-term rental premises, paying a fee to the host.

Alternative exit route or Alternative egress system: any kind of passage, stair, corridor, window and in general exit route which does not fully comply with applicable regulations. In general, people can use an alternative exit route without the need of any particular equipment or training. This definition does not include creative egress systems like parachutes, slides, fire fighters' ladders or other equipment.

One-way egress path length: The length of the route from any point in the premises to the first point at which people can egress from the premises in either of two different directions, each possible exit should be no less than an angle of 45° from each other or divided by a fire-resistant wall.

Automatic emergency lowering system for lifts. This system detects the loss of standard electrical power, and then automatically cancels any floor calls and, using a standby battery power, safely lowers the lift to the safest landing (normally ground floor), opens the door and prevents any other use of the lift until after the end of the emergency.



4 Field of application

This guideline addresses the fire safety aspects of short-term rental accommodation. This guideline does not apply to hotels, camping sites, lodges or any other premises that also offer short-term accommodation services, but may be required to do so in accordance with other guidance, rules and regulations. Also, it does not apply to student rooms, furnished rooms or any other premises that are designed to offer medium or long-term accommodation services.

Often the criteria to understand the regulatory or guidance between short-term rental premises and hotels or professional accommodations is not always clear. When national or local regulations and guidance do not offer a clear determination, the following criteria is considered of this difference, possible criteria are the following:

Short-term rental accommodation (this guideline applies to these types of premises)	Purely commercial and licensed accommodation, such as hotels, motels etc. (this guideline does NOT apply to these types of premises)
The premises have not been originally built or meant to accommodate people. The original purpose for the premises is to serve as a permanent or long-time dwelling.	The premises have been originally built or meant to accommodate people, or it has been completely restructured to accommodate people.
Every single accommodating unit has a different host and/or a different managing organization.	All accommodating units have a common centralized managing organization.
Local codes do not require a special business license, or simply require a declaration of activity or communication to the local authorities.	Local codes usually require a particular business license.
The main job/occupation/role of the host is not renting the premises for profit via short-term rental accommodation.	The purpose of owning the premises is for financial gain.
Local codes do not usually require any particular safety measures.	Local codes usually require particular safety measures.

5 Fire risk assessment

Each short-term rental structure is unique and has different characteristics and risks. As a consequence of that, the host is responsible for a fire risk assessment. When necessary, the host should appoint a fire expert to carry out a professional fire risk assessment.



6 Minimum fire safety requirements

6.1 Safety instructions

At least in one point inside the premises, preferably near the main entrance and exit door of each accommodating unit, clear written instructions should be displayed in a visible position with at least the following information:

- Accommodation rules, including (if present) the prohibition of smoking, of using open flames like candles, fireworks, etc.;
- Telephone number(s) for contacting emergency services (police, fire department, ambulance services);
- Address and GPS coordinates;
- Contact information and address of the nearest hospital or doctor, nearest poison control center;
- The hosts telephone number (possibly a mobile phone);
- Actions to be taken in case of fire, including exit from the building;
- A simple floor plan indicating points of exit and (if present) positions of first aid kits, fire extinguishers, external meeting point, main emergency valves or switches for water, electric supply, gas;
- Correct disposal of waste;
- Possible alternative egress systems and/or particular egress systems (see point 6.2);
- Correct use of gas system and appliances, stoves, fireplaces, air conditioning, kitchen, smoke detectors, CO detectors, etc. (where applicable).

All instructions and documents must be written in the national language(s) and at least in one of the international languages practiced by the majority of the guests. When possible, the use of pictograms is recommended and can replace the written text.

6.2 Egress in case of an emergency

If not already required by national or local regulations, egress should conform to the following requirements:

- Where possible, all doors belonging to the emergency egress system should be opened without a key or other unlocking device. If this is not possible, these doors should be easy to open.
- Egress routes should be always be kept clear from any kind of obstacles, including external obstacles for example snow.
- Stairs must have at least one handrail. Parapets must be at least 1 m from floor or from the center of the step.
- Steps should have anti-slip strips.
- All passages along egress routes should be at least 80 cm wide (Does not include handrails when no more than 8cm from the wall).

The main exit door must have fire exit signage.

If doors, passages, stairs, steps or parapets cannot conform the measures above, for example in historical buildings, this has to be clearly stated in the safety instructions.



6.3 Maximum occupancy

The maximum occupancy on the premises, according to local codes or other regulation, must be clearly communicated during the process of booking, and must never be exceeded.

6.4 Emergency lights

One emergency light is required at least next to the main exit door. One emergency light is recommended in each sleeping room.

The emergency light should comply to the national technical standards, but even little self-powered wall lights installed inside electric switches (see picture) can be acceptable in many cases.



6.5 Kitchens

Induction cooktops are recommended.

The host is responsible for the frequent and regular cleaning of cooking hoods, canopies, ductworks, filters, etc. (when present), to prevent accumulation of grease or oil.

6.6 Electrical systems and appliances

The host is responsible for providing any electrical systems and appliances in good working order, well-maintained and safe, conforming to local or national standards and regulations.

The host should keep relevant documents demonstrating the compliance of the electrical system and appliances to national guidelines and regulations .

All non-compliant, damaged or dangerous utilities or appliances must be disposed of and cannot be made available to guests.

Electric stoves are a significant fire risk when misused, left unattended or surrounded by combustible materials such as towels, paper towels or cardboard boxes. Automatic shut-off safety devices greatly improve fire safety.

Electric saunas must have instructions on using them safely and how to turn them off after use. Drying clothes or other combustible material in the sauna must be forbidden.



6.7 Gas supply systems and appliances

The host is responsible for providing gas systems and appliances in good condition, well-maintained and safe, conforming to local or national standards and regulations.

The host should keep relevant documents demonstrating the compliance of the gas system and appliances.

The host should provide clear instructions about the correct use of gas system and appliances.

Gas appliances meant for outdoors must not be used indoors.

Gas stoves are strongly not recommended, these are a significant fire risk when misused, left unattended or surrounded by combustible materials such as towels, paper towels or cardboard boxes. In case of malfunction, gas stoves can release carbon monoxide, which is an extremely dangerous gas and is a serious risk to people.

All gas appliances that produce heat must be kept clear of any combustible materials.

Portable gas burners must be forbidden. Gas cylinders, if present, must be stored in an external space, locked, in the minimum necessary number and possibly far from the premises itself. Empty gas cylinders must be disposed of as soon as possible in accordance with local codes.

6.8 Protection against natural hazards

The host is responsible for the compliance of the premises to the applicable building codes. The premises should be protected from floods, landslides, or other natural hazards in a way that evacuation can take place in time. For example, the host should assess the risk of a fire propagation from a surrounding forest to the accommodating premises. The road to the premises should be kept free from vegetation and other combustible materials, for a possible evacuation of people in case of a forest fire.

6.9 Waste management and disposal

A waste management system must be applied and the guests must be informed of its existence with instructions in written form.

Accumulation of waste should be avoided.

Any waste containers that are placed outside the premises should preferably have an adequate safety distance away from the premises in case of arson or accidental combustion.

For large waste containers, please see detailed information in CFPA-E Guideline no. 7-F, "*Safety distances between waste containers and buildings*".

6.10 Smoking and candles

Hosts must decide if smoking is allowed or not; the prohibition, if present, must be included in the safety instructions.



It is recommended that smoking is prohibited indoors. Smoking should always be prohibited outdoors when risks of fire increase (drought, dry vegetation, etc.).

The use of candles and other open flames should be forbidden.

6.11 Fireplaces and other open flame devices

When located indoors, any fireplaces, such as hearths, wood burning stoves and sauna stoves, must be regularly cleaned and maintained by qualified personnel. Cleaning chimneys connected to the fireplaces is especially important and must be done regularly, at least once a year. All types of fireplaces must comply to all national regulation with regard to any external air intake, chimneys and any other structures or devices used for removing exhaust gases created by fire.

The host should keep documents demonstrating proper maintenance of the chimneys.

Around fireplaces and any open flame device, an area at least 1 m in all directions must be kept clear from any kind of combustible materials. At least one EN 1869 fire blanket of at least 1,2 x 1,8 m must be provided.

The reaction to fire of floors, in an area at least 1 m from the fireplace, must be in Class A1 according to EN 13501. If this is not possible, at least one Class 34A portable fire extinguisher must be placed near the fireplace. 6 litre water based fire extinguishers are recommended.

In case of indoor fireplaces, the instruction must include:

- The safe use, especially regarding chimney dampers and when it's safe to close them after using the fireplace;
- The safe ignition of the fireplace;
- That taking embers or other hot material out of the fireplace is forbidden;
- That drying clothes or other combustible material close to the fireplace or in a wood-burning sauna is forbidden.

If excess ash must be emptied by the guest, a non-combustible container with a lid must be provided for this purpose.

If the use of candles or similar products is permitted, it is recommended to designate a safe place to use them and to provide sturdy non-combustible platforms to use them on. A safe place to use candles is a place where there are no flammable materials (curtains, towels, tablecloths, paper etc.) under, next to or above the candles.

If candles are permitted, clear instruction on safe use must be provided. If burning candles is prohibited, notice of the prohibition needs to be clearly written in the safety instructions.

To minimize fire risks, providing LED candles might be the best option.

6.12 Lifts

Where present, lifts must comply with the current national and local codes.



The host should keep relevant documents demonstrating the compliance of lifts.

Lifts that are not specifically designed, built and maintained as evacuation lifts must not be used in case of emergency. Proper signage must be placed beside the lifts to indicate the prohibition of use in case of fire.

Automatic emergency lowering system, as defined at paragraph 2, is recommended.

6.13 Fire detection and alarm system

A fire detection and alarm system is useful to detect a possible fire in an early stage, allowing the guests to become aware of an emergency, even if they are asleep. Therefore fire detection and alarms are recommended, even in small premises, and following the results of the fire risk assessment.

The fire detection and alarm can be provided by an automatic fire detection system (detectors, cables, control panel with internal battery, visual and acoustic alarms, etc.) or even by single smoke detectors and alarms, supplied by an internal battery (and possibly interlinked).

Fire detectors are recommended at least in common areas (where present), like common living rooms, and along egress routes. Of course, installing them also inside sleeping rooms increases the level of fire safety.

It's recommended not to install smoke detection inside kitchens, bathrooms, garages or too close to fireplaces or any other possible source of smoke, dust or water vapor. In these areas, smoke detectors must not be installed and heat detectors should be preferred.

Single fire detectors (eg. Smoke detectors) should possibly be interlinked, so that when one of the detectors goes in alarm, all detectors give simultaneous sound of alarm, making sure everyone at the premises is aware of the danger.

The alarm must be clearly audible from every sleeping room and possibly from every room in the structure.

Single detectors and alarms, if present, must conform to standard EN 14604. They must be CE-labelled and certified by a certification body which is accredited according to EN 14604.

Fire detectors with a hush button (a button that allows silencing the alarm for a limited period of time, useful in case of false alarm) are recommended.

Fire detectors and alarms must be maintained and tested regularly. Testing detectors is simple – it can be done by pressing and holding the test button until a short alarm is heard, and visually by checking the led indicator for low battery. Testing should be performed at least once a month, but it's recommended to always test smoke detectors before new guests arrive to the premises.



6.14 People with disabilities

All people should have access to all structures. People with disabilities in case of fire can have more problems of egress.

The host is responsible for taking into account all possible different disabilities (for example reduced mobility, hearing loss, deafness, low vision, reduced cognitive ability, but also aging) in the design and management of the structure and in the fire risk assessment.

Lifts that are not specifically designed, built and maintained for the use in case of fire cannot be used for the egress.

In case of need, a specific fire risk assessment should be prepared by a fire expert.

For more information, please refer to CFP A-E Guideline 33:2015 F, "Evacuation of people with disabilities".

7 Fire safety recommended additional measures

The safety measures included in the previous paragraph are to be considered as minimum requirements. Nevertheless, the hosts are recommended to improve the fire safety of the premises as much as possible. The following additional measures are recommended, and can be applied by hosts on a voluntary basis, following the fire risk assessment, in order to improve the fire safety level of the premises.

7.1 Egress

Doors along common corridors that can be used as exits by more than 50 people should be opened outwards by means of a push-bar according to the current standard¹.

Doors of guestrooms should be opened without using a key, preferably by means of a handle according to the current standard².

All passages along egress routes should be at least 90 cm wide.

Stairs should be at least 90 cm wide; steps should be rectangular, with tread at least 30 cm and riser maximum 17 cm. When this is not possible, for example in case of spiral stairs, steps should have tread at least 30 cm measured 40 cm from the inner side of the step.

The stairs should be made of not combustible materials. The cladding of stairs, where present, should be made of not combustible materials; alternatively, the materials should have a reaction to fire classification not exceeding Cfl-s1 for floors, C-s2,d1 for walls and C-s2,d0 for ceilings.

When indicated in the fire risk assessment, stairs should be included in a fire resistant staircase, with an opening in the upper part of the stair, at least 1 sqm, to be opened automatically in case

¹ Presently the standard for push-bars is EN 1125.

² Presently the standard for handles used for egress is EN 179



of smoke detection and also to be opened manually by emergency services by means of a manual device installed in a clearly visible position at ground floor. The manual opening system must have appropriate signage.

Every bedroom should have at least two alternative exit routes, for example via window or other mean of escape. An alternative exit route is not required if the one-way egress path length does not exceed 20 m.

7.2 Lifts

Lift must have an automatic lowering system as defined at paragraph 2.

7.3 Reaction to fire

Materials should be preferably chosen considering their contribution to a possible fire. In accommodating premises, fires often occur during the night when people are asleep and cannot react quickly to the fire. Therefore, the choice of materials, such as mattresses, furniture and decorations, should have a lower reaction to fire classification. Choosing non-combustible or low combustible materials instead of easily combustible materials can be extremely useful in reducing the risk of a fire and the possibility of a fast fire spread, resulting in an increased time available for fire extinguishing or evacuation.

At least the choice of the following materials should be made considering their reaction to fire:

- covering materials for floors, walls and suspended ceilings, especially along exit routes;
- materials that susceptible to flame on both sides, for example curtains and other textiles or papers for decoration;
- carpets and maquettes, especially near fireplaces, spotlights or other sources of ignition;
- upholstered furniture;
- mattresses;
- insulating materials, for any use (acoustic, thermal, etc.), especially if used on facades or roofs;
- materials around fireplaces, cooking and heating equipment.
- Mattresses are strongly recommended to be self-extinguishing according to national codes.

7.4 Dangerous substances and chemicals

Dangerous substances or chemicals, for example cleaning agents, must be kept in a safe location in their original packaging, with all original labels containing written safety instructions according to national codes attached.

7.5 Fireplaces

If the premises have any type of indoor fireplaces, at least one carbon monoxide (CO) detector is required (see paragraph 6.7). Fire extinguishers (see paragraph 6.9) should be provided in sufficient number and adequate positions.

7.6 Fire detection and alarm system

Fire detection and alarm are required.

The alarm should be clearly audible in all rooms of the premises, even when doors are closed.



7.7 Carbon Monoxide (CO) detectors

In case of fireplace, gas appliances or any other open flame device, at least one carbon monoxide (CO) detector is recommended, and when in accordance with the recommendations following the fire risk assessment.

CO detectors must comply with EN 50291-1 and must be regularly tested according to EN 50292.

7.8 Fire blankets

In case of fireplace, gas appliances or any other open flame device, at least one fire blanket is required. It must fulfill the requirements of standard EN 1869 or national codes. The fire blanket should be placed in the kitchen, or near the fireplace, according to manufacturer's manual.

7.9 Fire extinguishers







The presence of at least one adequate portable fire extinguisher is required. The fire extinguisher should be positioned in a clearly visible position, preferably close to an exit or to the main entrance.

A suggestion for the choice of the correct extinguishing media is in the following picture:

In smaller structures, small extinguishers (not less than 3 kg or 3 liters) can be acceptable.

If the premises can host more than 10 people, fire extinguishers should be installed at least one every 100 m², at least one in each floor, with at least 6 kg of extinguishing agent.



Class of fire	Combustible materials	Fire extinguishing agent	
		Recommended f	Forbidden
	Solid materials	Water, CO ₂ , ABC powder, foam	BC Powder
	Liquid materials: paints, thinners, gasoline, oil, ...	Foam, CO ₂ , ABC powder	Water
	Gas: natural, LPG, propane, butane	Never try to extinguish - risk of explosion!	All
	Metal: aluminium, magnesium, sodium, lithium ...	D powder	Water, CO ₂ , foam, ABC Powder
	Electric installation	ABC Powder, CO ₂	Water, foam
	Cooking greases and oils	Extinguisher for grease fires	Water, CO ₂ , ABC Powder

7.10 Fixed fire extinguishing systems

If the fire risk assessment determines that the safety of guests can be compromised and no other method of extinguishing would be sufficient, the need for a fixed water-based fire extinguishing system should be considered. Factors that may affect the need for a fixed fire extinguishing system are for example the distance to the nearest fire station, the availability of adequate water supply, the fire load in the premises (especially regarding buildings with wooden structures), the dimensions of the premises, the presence of open flame equipment and the possibility of fire spread from the premises to the surrounding area and vice versa.

8 Historical buildings

All interventions on activities inside historical buildings should be made in accordance to the Heritage and all local applicable codes.



When alternative egress systems are used, guests should be informed about this issue.

If some of the requirements of this guideline cannot be implemented, it would be necessary to appoint a qualified fire engineer to carry out a more advanced risk assessment, in cooperation with the Heritage and the local Fire Brigade.

9 Inspection checklist

Hosts can publish the results of the inspection report and guests can be informed about the level of fire safety of the structure. This checklist is recommended to be implemented to the platforms providing short-term rental accommodation.

The inspection can be carried out by CFPA-E national members.

The inspection report is valid only if, after the inspection, the host guarantees that the safety issues, safety measures and all necessary maintenance were present at the date of the inspection.

Hosts are recommended to perform a new inspection at least every 3 years.

The inspection checklist can be found in annex 1.

10 European guidelines

Fire

Guideline No	1:2015 F	-Internal fire protection control
Guideline No	2:2018 F	-Panic & emergency exit devices
Guideline No	3:2011 F	-Certification of thermographers
Guideline No	4:2010 F	-Introduction to qualitative fire risk assessment
Guideline No	5:2016 F	-Guidance signs, emergency lighting and general lighting
Guideline No	6:2021 F	-Fire safety in care homes
Guideline No	7:2011 F	-Safety distance between waste containers and buildings
Guideline No	8:2004 F	-Preventing arson – information to young people
Guideline No	9:2012 F	-Fire safety in restaurants
Guideline No	10:2008 F	-Smoke alarms in the home
Guideline No	11:2015 F	-Recommended numbers of fire protection trained staff
Guideline No	12:2012 F	-Fire safety basics for hot work operatives
Guideline No	13:2006 F	-Fire protection documentation
Guideline No	14:2019 F	-Fire protection in information technology facilities
Guideline No	15:2012 F	-Fire safety in guest harbours and marinas
Guideline No	16:2016 F	-Fire protection in offices
Guideline No	17:2014 F	-Fire safety in farm buildings
Guideline No	18:2013 F	-Fire protection on chemical manufacturing sites
Guideline No	19:2009 F	-Fire safety engineering concerning evacuation from buildings
Guideline No	20:2012 F	-Fire safety in camping sites
Guideline No	21:2012 F	-Fire prevention on construction sites
Guideline No	22:2012 F	-Wind turbines – Fire protection guideline



- Guideline No 23:2010 F -Securing the operational readiness of fire control system
- Guideline No 24:2016 F -Fire safe homes
- Guideline No 25:2010 F -Emergency plan
- Guideline No 26:2010 F -Fire protection of temporary buildings on construction sites
- Guideline No 27:2011 F -Fire safety in apartment buildings
- Guideline No 28:2012 F -Fire safety in laboratories
- Guideline No 29:2019 F -Protection of paintings: transports, exhibition and storage
- Guideline No 30:2013 F -Managing fire safety in historic buildings
- Guideline No 31:2013 F -Protection against self-ignition and explosions in handling and storage
-of silage and fodder in farms
- Guideline No 32:2014 F -Treatment and storage of waste and combustible secondary raw
-materials
- Guideline No 33:2015 F -Evacuation of people with disabilities
- Guideline No 34:2015 F -Fire safety measures with emergency power supply
- Guideline No 35:2015 F -Fire safety in warehouses
- Guideline No 36:2017 F -Fire prevention in large tents
- Guideline No 37:2018 F -Photovoltaic systems: recommendations on loss prevention

Natural hazards

- Guideline No 1:2012 N -Protection against flood
- Guideline No 2:2013 N -Business resilience – An introduction to protecting your business
- Guideline No 3:2013 N -Protection of buildings against wind damage
- Guideline No 4:2013 N -Lighting protection
- Guideline No 5:2014 N -Managing heavy snow loads on roofs
- Guideline No 6:2016 N -Forest fires
- Guideline No 7:2018 N -Demountable / Mobile flood protection systems

Security

- Guideline No 1:2010 S -Arson document
- Guideline No 2:2010 S -Protection of empty buildings
- Guideline No 3:2010 S -Security systems for empty buildings
- Guideline No 4:2010 S -Guidance on keyholder selections and duties
- Guideline No 5:2012 S -Security guidelines for museums and showrooms
- Guideline No 6:2014 S -Security guidelines emergency exit doors in non-residential premises
- Guideline No 7:2016 S -Developing evacuation and salvage plans for works of art and
-heritage buildings
- Guideline No 8:2016 S -Security in schools
- Guideline No 9:2016 S -Recommendation for the control of metal theft
- Guideline No 10:2016 S -Protection of business intelligence
- Guideline No 11:2018 S -Cyber security for small and medium-sized enterprises



Annex 1: Inspection checklist

Name of the premises:

Address:

Date of inspection:

Name of the person responsible for the premises:

Name of the inspector:

This checklist is meant to help short-term rental accommodation hosts in making their rental premises safer for guests and communicating safety information (or lack thereof) to guests. If an item on the checklist cannot be fixed or corrected immediately during the inspection, write the required procedures at the end of this checklist (what needs to be done, who does it and when). If an item on the checklist is not applicable to the premises in question, insert a cross in the N/A column.

The information that shall be provided to the possible guests-to-be before making a binding contract to rent the premises is in **bold**.

The recommended measures are listed in *italics*.



Safety Instructions	Yes	No	N/A
Do safety instructions include the GPS coordinates of the premises?			
Do safety instructions include the address of the premises?			
Do safety instructions include the various national emergency services phone numbers? (At least police, fire department, ambulance)			
Do safety instructions include the way to contact the host?)			
Are instructions available on actions to be taken in case of fire?			
Are instructions available to guests regarding correct use of fire safety equipment?			
Are instructions available to guests regarding safe use of fireplaces and chimney dampers?			
Are instructions available to guests regarding safe use of electrical and gas systems ?			
Are instructions available to guests regarding safe use of electrical and gas appliances (especially stoves, heaters and other high-risk appliances)?			
Is there a floor plan visible inside the premises?			
Are guests informed about possible prohibitions and rules?			
Are rules written in a sufficient number of different languages?			



Egress	Yes	No	N/A
Are doors and other exits easy to be opened from the inside without a key or other opening device?			
Are egress routes, including doors and windows, free from any obstacles (both inside and outside) that might prevent safe egress?			
Do stairs that have slippery surface materials have anti-slip strips installed on each step?			
Do stairs have at least one handrail?			
Are all passages along egress routes at least 80 cm wide?			
Are emergency exit routes correctly marked with signage?			
Is there at least one emergency light near the main exit door?			
<i>Can doors along egress corridors be opened outwards by means of a push-bar?</i>			
<i>Can doors of guestrooms be easily opened without a key?</i>			
<i>Do all passages along egress routes have a width of at least 90 cm?</i>			
<i>Are stairs at least 90 cm wide, with regular steps?</i>			



<i>Are stairs and staircase claddings made of not combustible materials?</i>			
<i>Do staircases have ventilating openings on top? Do these openings open manually and automatically?</i>			
<i>If the one-way egress path length exceeds 20 m, does each guestroom have two alternative exit routes?</i>			

Lifts	Yes	No	N/A
<i>Do lifts have an automatic lowering system?</i>			

Safety of utilities, appliances and electrical systems	Yes	No	N/A
Have all electrical utilities and appliances been inspected for damaged wires or other external damage?			
Are electric or gas stoves kept clear of flammable materials?			
Have the electrical systems of the premises been inspected by a competent inspector?			
Have gas systems and appliances been inspected by competent inspector?			
Are cooking hoods, canopies, ductworks, filters etc. regularly cleaned to prevent accumulation of grease or oil?			
Are gas cylinders stored appropriately?			



Natural hazards	Yes	No	N/A
Have natural hazard risks (floods, landslides, forest fires, etc.) been mapped out and have required preparations been made?			

Waste management	Yes	No	N/A
Do waste containers outside the premises have an adequate safety distance?			

Fireplaces and other open flame devices	Yes	No	N/A
Have fireplaces and connected chimneys been regularly inspected and cleaned by qualified personnel?			
Are areas around open flame devices clear of any flammable materials?			
Is a EN 1869 fire blanket available?			
Are matches, lighters and similar devices stored in a place unreachable by children and from a safe distance away from ignition sources?			
<i>Is there a CO detector?</i>			
<i>Are adequate fire extinguishers present near the fireplace, in sufficient number?</i>			



Safety of smoking	Yes	No	N/A
Is there a designated, safe smoking area with no dangerous / combustible materials around?			
Are ashtrays or other non-combustible containers provided and are they emptied regularly?			

Fire safety equipment	Yes	No	N/A
Are all bedrooms and corridors equipped with a fire detector?			
Are all smoke detectors in the correct location, undamaged, maintained and properly tested (by pressing the test button)?			
Are all smoke detectors interlinked?			
Are alarms clearly audible?			
<i>Is there a fire blanket located in the kitchen?</i>			
Are areas with fireplaces or gas systems/appliances equipped with carbon monoxide (CO) detectors?			
Are all carbon monoxide (CO) detectors in the correct location, undamaged and properly tested (by pressing the test button)?			
Is there a fire blanket located in the kitchen and is it undamaged?			



Fire extinguishers	Yes	No	N/A
Are there enough fire extinguishers located in a visible position? And are they undamaged and unused?			
Have fire extinguishers been inspected and maintained by qualified personnel according to local codes or manufacturers manual?			

Fire safety of different materials	Yes	No	N/A
<i>Do floor, wall and ceiling claddings have an adequate reaction to fire classification?</i>			
<i>Are covering materials (carpets, curtains) and furniture not easily combustible?</i>			
Do all material have enough safety distance from sources of ignition (such as fireplaces, heaters, spotlights, etc.)?			

Dangerous substances and chemicals	Yes	No	N/A
<i>Are all dangerous substances and chemicals stored in a safe location, unreachable by children?</i>			
<i>Are all dangerous materials and chemicals in their original packaging with all of the original labels and instructions attached?</i>			



Safety instructions for guests	Yes	No	N/A
Do instructions include address and GPS coordinates of the premises?			
Do instructions include the main emergency phone numbers and the phone number of the host?			
Do instructions include the correct use of fire safety equipment?			
Do instructions include actions to be taken in case of fire?			
Do instructions include a simple floor plan?			
Do instructions include the correct disposal of waste?			
Do instructions include the safe use of fireplaces and chimneys (where applicable)?			
Do instructions include the safe use of electrical and gas systems and appliances?			
Do instructions include rules and prohibitions for guests?			
Are instructions in an adequate number of languages?			

