

PRE-INSPECTION CHECKLIST PROGRAM FOR SCHOOLS

Exterior		<u>Yes</u>	<u>No</u>	N/A
•	Is the address posted near the main entrance in a conspicuous location?			
•	Is a Knox Box provided and are keys current?			
•	Is each building clearly marked by letter or number?			
•	Are all classrooms clearly marked by letter or number?			
•	Is there a 3 foot clear access to all fire sprinkler and fire standpipe connections?			
•	Is there a 3 foot clear access to all fire sprinkler shut-off valves?			
•	Are the Fire Lanes clear from all obstructions? (26 feet and unobstructed)			
•	Are Fire Lanes marked No Parking?			
•	Are fire department access keys current? Is access provided for exterior gates?			
Fire	e Protection Equipment	<u>Yes</u>	<u>No</u>	N/A
•	Is the Fire Alarm System clearly identified with no Trouble light showing?			
•	Do you have the most recent copy of the Fire Alarm Test/Inspection results dated within the last 12 months? (Provide Documentation)			
•	Are all fire sprinkler risers accessible and, if enclosed, are rooms clearly labeled?			
•	Have all fire sprinkler systems been inspected in last 12 months? (Provide Documentation)			
•	Have all fire sprinkler systems been certified in last 5 years? (Provide Documentation)			
•	Are commercial kitchen hood systems serviced and tagged within the past 6 months? (Including those in cafeterias and in ROP rooms)			
•	Are kitchen hoods free of accumulations of grease, are filters clean?			
•	Have all Fire Extinguishers been serviced and tagged within the last 12 months?			
Exi	te	<u>Yes</u>	No	N/A
LAI	Are all exits maintained and accessible?	<u>163</u>	<u>No</u> □	
•	Are the exits clear with no obstructions?			_
	Do doors swing easily? Is panic hardware working easily?			
•	Are all exit maps and exit signs posted and illuminated (where required)? Is all emergency lighting			
•	working? (Test prior to fire department arrival)			
Cla	ssrooms	<u>Yes</u>	No	N/A
•	Are classrooms occupant loads posted, where required? (Any classrooms with a load over 50)	<u>.es</u>	<u></u>	
•	Is the seating arrangement such that it would facilitate quick evacuation if needed?			
•	Are fire extinguishers hung 3.5' - 5' off the ground and accessible?			
•	Have the fire extinguishers been serviced and tagged within 1 year?			
•	Is artwork/decor on the wall excessive? (More than 20% of the wall space in an building without fire			
	sprinklers or 50% in a building with fire sprinklers)			
	IF FLAME RETARDENT PAPER OR FABRIC IS USED THE ABOVE DOES NOT APPLY ***PLEASE SAVE THE DOCUMENTATION FOR THE PAPER/FABRIC IF USED***			
•	Are exits clear and accessible with no furniture, equipment or supplies obstructing access?			
•	Are evacuation maps clearly posted near the door?			
•	Are emergency bags clearly accessible and located near the door?			
•	Storage is 24" below the ceiling in buildings without fire sprinklers or 18" below the ceiling in build-			
	ings with fire sprinklers.			
•	Extension cords are not in use? (extension cords not allowed in place of permanent wiring)			
•	Multi-plug adapters are not being used? (Multi-plug adapters are never allowable)			
•	Are surge protectors plugged directly into the wall, not interconnected or used with extension cords?			

For shops (auto shop), wood shop, etc.) are flammable liquids stored in an approved flammable liquid cabinet with self closing doors? For wood shop, if installed, is the dust collection system being properly maintained? For shop classrooms, are oil and/or paint rags stored in a metal container with a tight fitting lid? In all classrooms with electrical equipment (machinery), gas systems (science labs), etc. are shut off valves and switches clearly marked and accessible? In band and drama rooms, are anny/all curtains/drapes flame-proof with a state fire marshal tag? Corridors/Hallways and Lobbies Have all obstructions or tripping hazards been cleared? Are all exits signs illuminated, and working, in areas serving more than 50 people? Are all exits signs illuminated, and working, in areas serving more than 50 people? Are without fire sprinklers or 50% in building with fire sprinklers? Public Assembly Areas (Gymnasiums, Cafeteria's, Multi-Purpose Rooms) Are exit signs illuminated and working property? Are exit signs illuminated and working property? Is semergency exit lighting working property? Are asilescent of obstructions? Are exit signs illuminated and working property? Are asilescent of obstructions? Are asilescent of obstructions? Are an asilescent of obstructions? Are an application and a signs posted in a conspicuous location near the main entrance? Are drapacycularians and anyvall decorations flame-proof with state fire marshal seal? Are asilescent of obstructions? Are asilescent and orderity? If electrical subpanels are located in metal container with a tight fitting lid? Are all ower plate and orderity? If electrical subpanels are located in these closets/rooms, are they accessible with 30" of clear space a round them? Boiler/Mechanical/Hectrical Rooms Are all cover plates intact on outlets, light switches and any junction boxes? Are a light as a dark of the purpose/use? Are a clapsed as accessible in working condition? (self-closing doors working, no penetrations in fire a	Special Use Classrooms		<u>Yes</u>	<u>No</u>	N/A
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	Signature Print	red Name and Title	 Date		
If you have questions about any item please contact at	NOTE: If any items in the checklist were answere	ed No, they will need to be corrected prior to the fire de	partmer	nt insped	ction.
	If you have questions about any item please con	tact at	.•		



Fire Protection

Equipment



NOT ACCEPTABLE

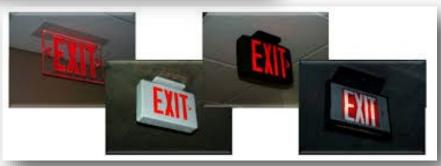


Exits





ACCEPTABLE



<u>Classrooms</u>





NOT ACCEPTABLE



Classrooms NOT ACCEPTABLE

Special Use Classrooms



ACCEPTABLE





Corridors/Hallways/ Lobbies

NOT ACCEPTABLE





NOT ACCEPTABLE
OBSTRUCTION
BLOCKING DOOR

Public Assembly Areas





ACCEPTABLE

