### Exterior
- Is the address posted near the main entrance in a conspicuous location?  
  - Yes ☐  No ☐  N/A ☐  
- Is a Knox Box provided and are keys current?  
  - Yes ☐  No ☐  N/A ☐  
- Is each building clearly marked by letter or number?  
  - Yes ☐  No ☐  N/A ☐  
- Are all classrooms clearly marked by letter or number?  
  - Yes ☐  No ☐  N/A ☐  
- Is there a 3 foot clear access to all fire sprinkler and fire standpipe connections?  
  - Yes ☐  No ☐  N/A ☐  
- Is there a 3 foot clear access to all fire sprinkler shut-off valves?  
  - Yes ☐  No ☐  N/A ☐  
- Are the Fire Lanes clear from all obstructions? (26 feet and unobstructed)  
  - Yes ☐  No ☐  N/A ☐  
- Are Fire Lanes marked No Parking?  
  - Yes ☐  No ☐  N/A ☐  
- Are fire department access keys current?  Is access provided for exterior gates?  
  - Yes ☐  No ☐  N/A ☐

### Fire Protection Equipment
- Is the Fire Alarm System clearly identified with no Trouble light showing?  
  - Yes ☐  No ☐  N/A ☐  
- Do you have the most recent copy of the Fire Alarm Test/Inspection results dated within the last 12 months? (Provide Documentation)  
  - Yes ☐  No ☐  N/A ☐  
- Are all fire sprinkler risers accessible and, if enclosed, are rooms clearly labeled?  
  - Yes ☐  No ☐  N/A ☐  
- Have all fire sprinkler systems been inspected in last 12 months? (Provide Documentation)  
  - Yes ☐  No ☐  N/A ☐  
- Have all fire sprinkler systems been certified in last 5 years? (Provide Documentation)  
  - Yes ☐  No ☐  N/A ☐  
- Are commercial kitchen hood systems serviced and tagged within the past 6 months? (Including those in cafeterias and in ROP rooms)  
  - Yes ☐  No ☐  N/A ☐  
- Are kitchen hoods free of accumulations of grease, are filters clean?  
  - Yes ☐  No ☐  N/A ☐  
- Have all Fire Extinguishers been serviced and tagged within the last 12 months?  
  - Yes ☐  No ☐  N/A ☐

### Exits
- Are all exits maintained and accessible?  
  - Yes ☐  No ☐  N/A ☐  
  - Are the exits clear with no obstructions?  
    - Yes ☐  No ☐  N/A ☐  
  - Do doors swing easily? Is panic hardware working easily?  
    - Yes ☐  No ☐  N/A ☐  
- Are all exit maps and exit signs posted and illuminated (where required)?  Is all emergency lighting working? (Test prior to fire department arrival)  
  - Yes ☐  No ☐  N/A ☐

### Classrooms
- Are classrooms occupant loads posted, where required? (Any classrooms with a load over 50)  
  - Yes ☐  No ☐  N/A ☐  
- Is the seating arrangement such that it would facilitate quick evacuation if needed?  
  - Yes ☐  No ☐  N/A ☐  
- Are fire extinguishers hung 3.5’ - 5’ off the ground and accessible?  
  - Yes ☐  No ☐  N/A ☐  
- Have the fire extinguishers been serviced and tagged within 1 year?  
  - Yes ☐  No ☐  N/A ☐  
- 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)  
  - Yes ☐  No ☐  N/A ☐

  ***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?  
  - Yes ☐  No ☐  N/A ☐  
- Are evacuation maps clearly posted near the door?  
  - Yes ☐  No ☐  N/A ☐  
- Are emergency bags clearly accessible and located near the door?  
  - Yes ☐  No ☐  N/A ☐  
- Storage is 24” below the ceiling in buildings without fire sprinklers or 18” below the ceiling in buildings with fire sprinklers.  
  - Yes ☐  No ☐  N/A ☐  
- Extension cords are not in use?  **(extension cords not allowed in place of permanent wiring)**  
  - Yes ☐  No ☐  N/A ☐  
- Multi-plug adapters are not being used?  **(Multi-plug adapters are never allowable)**  
  - Yes ☐  No ☐  N/A ☐  
- Are surge protectors plugged directly into the wall, not interconnected or used with extension cords?  
  - Yes ☐  No ☐  N/A ☐
Special Use Classrooms
- 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 any/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 doors in areas serving 50 or more people equipped with panic hardware? [ ] [ ] [ ]
- Artwork and decorative materials on wall space is less than 20% of the total surface area in buildings 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 properly? [ ] [ ] [ ]
- Is emergency exit lighting working properly? [ ] [ ] [ ]
- Are occupant load signs posted in a conspicuous location near the main entrance? [ ] [ ] [ ]
- Is seating arranged to facilitate quick exit in an emergency? [ ] [ ] [ ]
- Are aisles clear of obstructions? [ ] [ ] [ ]
- Are drapes/curtains and any/all decorations flame-proof with state fire marshal seal? [ ] [ ] [ ]

Maintenance/Custodial Closets, Rooms or Shops
- Are oil and paint rags stored in a metal container with a tight fitting lid? [ ] [ ] [ ]
- Is storage neat and orderly? [ ] [ ] [ ]
- If electrical subpanels are located in these closets/rooms, are they accessible with 30" of clear space around them? [ ] [ ] [ ]

Boiler/Mechanical/Electrical Rooms
- Is all storage cleared from these rooms? [ ] [ ] [ ]
- Are rooms clearly marked as to their purpose/use? [ ] [ ] [ ]
- Are all fire rated assemblies in working condition? (self-closing doors working, no penetrations in fire rated walls) [ ] [ ] [ ]

General
- Is wiring safe and in good condition throughout the campus? [ ] [ ] [ ]
- Are all cover plates intact on outlets, light switches and any junction boxes? [ ] [ ] [ ]
- Throughout campus, is storage height being maintained a minimum of 24” below ceiling in buildings without fire sprinklers or 18” below ceiling in building with fire sprinklers? [ ] [ ] [ ]
- Are surge protectors plugged directly into the wall not interconnected or used with extension cords? [ ] [ ] [ ]
- Do you have Fire Drill Records and your Approved Evacuation Plan readily accessible for review? [ ] [ ] [ ]
- Are red emergency bags accessible? [ ] [ ] [ ]

I certify that I, or my delegate, have inspected the campus and to the best of our knowledge the information contained above is correct.

__________________________  ____________________________  _____________
Signature                        Printed Name and Title                  Date

NOTE: If any items in the checklist were answered No, they will need to be corrected prior to the fire department inspection.

If you have questions about any item please contact ______________________ at ________________.
Exterior

Fire Protection Equipment

CURRENT DOCUMENTATION OF FIRE PROTECTION EQUIPMENT

NOT ACCEPTABLE
Exits

NOT ACCEPTABLE

ACCEPTABLE
Classrooms

NOT ACCEPTABLE
Special Use Classrooms

Corridors/Hallways/
Lobbies

ACCEPTABLE

NOT ACCEPTABLE

NOT ACCEPTABLE

OBSTRUCTION
BLOCKING DOOR
Public Assembly Areas

Acceptable

Maximum Occupancy 125