



PRE-INSPECTION CHECKLIST PROGRAM FOR SCHOOLS

The Garden Grove Fire Department is required to perform a fire life safety inspection of all Educational Occupancies in its jurisdiction. Garden Grove Unified School District schools fall under the E occupancy, and are required to be inspected annually. As a courtesy, the fire department has prepared a pre-inspection checklist program for schools. The checklist includes items commonly addressed, and is not intended to substitute the currently adopted fire code and other applicable codes and standards. Where a required correction is identified and is not included in this checklist or the identified correction conflicts with current California Fire Code (CFC), all applicable codes, standards and directives will be adhered to. All GGUSD schools are responsible for all applicable codes and standards and GGUSD directives and requirements. Additional current fire code regulations and applicable codes can be found at www.gardengrovefire.org under Fire Prevention/GGUSD Resources.

Exterior

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
• Is the address posted near the main entrance in a conspicuous location & in contrasting color? CFC 505.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is a Knox Box accessible and are keys current? CFC 506.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a 3 foot clear access to all fire sprinkler systems and fire standpipe connections? CFC 912.4.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are the Fire Lanes clear from all obstructions? (20 feet and unobstructed) CFC 503.2.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are Fire Lanes marked "Fire Lane No Parking" and clearly visible? CFC 503.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is access provided for exterior gates & are locks in working condition? CFC 503.5.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fire Protection Equipment

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
• Is the phone number to the alarm company posted on the panel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the Fire Alarm System clearly identified with no trouble light showing? CFC 901.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all fire sprinkler risers accessible, and if enclosed, are rooms clearly labeled? CFC 509.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are commercial kitchen hood extinguishing systems serviced and tagged within the past six months? (Including those in cafeterias and/or multi-purpose rooms) CFC 904.12.6.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have kitchen hoods been cleaned recently & are they free of grease accumulation? CFC 609.3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have all Fire Extinguishers been serviced and tagged within the last 12 months? CFC 906.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exits

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
• Are all exits maintained and accessible? CFC 1003.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are the exits clear with no obstructions? CFC 1003.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do doors swing easily? CFC 1010.1.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all exit hardware working easily? CFC 1010.1.9.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all exit maps posted and exit signs illuminated (where required)? CFC 403.5.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all emergency lighting working? (Test prior to fire department arrival) CFC 1013.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are exits free of flammable material? CFC 1031.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Windows are to be clear of flammable material if there is only one exit door. CFC 1030.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• All exit doors shall not have decorations on the door. CFC 1031.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Classrooms

	Yes	No	N/A
• Are classroom occupant loads posted where required? (Any load over 50) CFC 1004.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the seating arrangement such that it would facilitate quick evacuation if needed? CFC 1003.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are the top of portable fire extinguishers weighing less than 40lbs hung no more than 5' off the ground and accessible? (Weight over 40lbs hung no more than 3.5' off the top of the ground) CFC 906.9.1 & 906.9.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is access to the portable fire extinguisher free of obstruction? CFC 906.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is artwork or any teaching material on the wall excessive? Artwork & teaching materials shall be limited on walls of classrooms to not more than 50% of the specific wall area to which they are attached. (Sprinklers do not increase this amount) (This does not include fabric) CFC 807.5.2.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◇ Curtains, draperies, <u>fabric</u> hangings & other similar combustible decorative materials suspended from walls or ceilings shall be flame resistant & shall not exceed 10% of the specific wall or ceiling area to which they are attached. (Sprinklers do not increase this amount) CFC 807.3, 807.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◇ Curtains, draperies, <u>fabric</u> hangings & other similar combustible decorative materials suspended from walls or ceilings shall be flame resistant in accordance with the provisions set forth in CCR, Title 19, Division 1, Chapter 8 (see GGFD website). CFC 807.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◇ Treatment of fabric must be performed by a California State Fire Marshal-approved applicator and maintained in accordance with CCR, Title 19. (a CSFM certificate of application must be provided) CCR, Title 19, Division 1, Chapter 8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◇ Artwork, teaching material and <u>fabric</u> not meeting CFC 807.5.2.3 or CFC 807.3 & 807.4 will be required to be reduced or removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◇ Questions regarding the application of flammable and flame resistant material should be referred to the GGFD at (714) 741-5628 BEFORE decorating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the ceiling free of hanging artwork, teaching or decorative material? The hanging or displaying of decorative materials from acoustical ceiling systems that are part of a fire-resistance-rated horizontal assembly, shall be prohibited. CFC 703.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are exits clear and accessible with no furniture, equipment or supplies obstructing access? CFC 1031.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are exits free of flammable material? CFC 1031.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Windows are to be clear of flammable material if there is only one exit door. CFC 1030.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Classroom exit doors shall not have decorations on the door. CFC 1031.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are evacuation maps clearly posted near the door? CFC 403.5.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are emergency bags clearly accessible and located near the door?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is storage $\geq 24"$ below the ceiling in buildings without fire sprinklers or $\geq 18"$ below the sprinkler head in buildings with fire sprinklers? CFC 315.3.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are extension cords in use? (extension cords are not allowed in place of permanent wiring) CFC 605.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are electrical cords protected in areas subject to environmental damage or physical impact? (An approved cord protector is required in these areas) CFC 605.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are multi-plug adapters being used? (Multi-plug adapters, such as cube adapters, unfused plug strips or any other device not complying with the California Electrical Code shall be prohibited) CFC 605.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are surge protectors plugged directly into the wall, not interconnected or used with extension cords? CFC 605.4.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are electrical subpanels clear of decoration & obstruction? A working space of not less than 30" in width, 36" in depth, and 78" in height shall be provided in front of electrical service equipment. CFC 605.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Classrooms are to be free of flammable furniture including but not limited to couches, bean bags, lounge chairs, and pillows. Furniture with flammable exteriors & interior stuffing are not permitted. CCR, Title 19, Division 1, §3.08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Special Use Classrooms	<u>Yes</u>	<u>No</u>	<u>N/A</u>
• For shops (auto shop, wood shop, etc.) are flammable liquids stored in an approved flammable liquid cabinet with self-closing doors and no penetrations? CFC 5704.3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• For wood shop, if installed, is the dust collection system being properly maintained? CFC 2203.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• For shop classrooms, are oil and/or paint rags stored in a metal container with a self-closing and tight-fitting lid? CCR Title 19 3.19 (c), 304.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• In all classrooms with electrical equipment (machinery), gas systems (science labs), etc., are shut off valves and switches clearly marked and accessible? CFC 509.1.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• In band and drama rooms, are any/all curtains/drapes flame-proof with a California State Fire Marshal tag? CCR Title 19 3.08, 807.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Corridors/Hallways and Lobbies	<u>Yes</u>	<u>No</u>	<u>N/A</u>
• Have all obstructions or tripping hazards been cleared? CFC 1003.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all exits signs illuminated, and working, in areas serving more than 50 people? CFC 1013.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all doors in areas serving 50 or more people equipped with panic hardware? CFC 1010.1.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Artwork and decorative materials on each wall space does not exceed 20% of the total surface area in buildings. CFC 807.5.2.2			

Public Assembly Areas (Gymnasiums, Cafeteria's, Multi-Purpose Rooms)	<u>Yes</u>	<u>No</u>	<u>N/A</u>
• Are exit signs illuminated and working properly? CFC 1013.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is emergency exit lighting working properly? CFC 1008.3.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are occupant load signs posted in a conspicuous location near the main entrance? CFC 1004.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is seating arranged to facilitate quick exit in an emergency? CFC 1003.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are aisles clear of obstructions? CFC 1029.9.6.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are drapes/curtains and any/all decorations fire-resistive with California state fire marshal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Maintenance/Custodial Closets, Rooms or Shops	<u>Yes</u>	<u>No</u>	<u>N/A</u>
• Are oil and paint rags stored in a metal container with a self-closing and tight-fitting lid? CCR Title 19 304.3, 3.19(c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is storage neat and orderly? CFC 315.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are electrical subpanels clear of decoration & obstruction? (A working space of not less than 30" in width, 36" in depth, and 78" in height shall be provided in front of electrical service equipment) CFC 605.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Boiler/Mechanical/Electrical Rooms

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
• Is all storage cleared from these rooms? CFC 315.3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are rooms clearly marked as to their purpose/use? (Fire alarm, electrical room) CFC 509.1.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all fire rated assemblies in working condition? (self-closing doors working, no penetrations in fire rated walls) CFC 703.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
• Is wiring safe and in good condition throughout the campus? CFC 605.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all cover plates intact on outlets, light switches and any junction boxes? CFC 605.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 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 throughout the campus? CFC 315.3.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are surge protectors plugged directly into the wall not interconnected or used with extension cords? CFC 605.4.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have Fire Drill Records and your Approved Evacuation Plan readily accessible for review? CFC 405.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all ceiling tiles in place and there are no openings into attic space or area above the ceiling? CFC 703.1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inspections performed and cleared by the Garden Grove Fire Department are based on clearance at the time and date of inspection. GGUSD staff are responsible to keep their rooms in compliance with the current California Fire Code and all applicable codes and standards after receiving clearance by the fire department. 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.

To schedule an inspection or if you have questions about any item on this list, please contact the Garden Grove Fire Department at (714) 741-5628.

Exterior



Fire Protection
Equipment

DO NOT REMOVE BY ORDER OF THE STATE FIRE MARSHAL

OWNER IS RESPONSIBLE FOR MAINTAINING RECORDS

LICENSE#

☐ 5 YEAR
☐ 3 YEAR
☐ ANNUAL

SIGNATURE

PRINT NAME

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021

SPRINKLER
STANDPIPE
FIRE PUMP
WATER TANK
FOAM
WATER SPRAY
PRIVATE FIRE SERVICE MAIN

DO NOT REMOVE BY ORDER OF THE STATE FIRE MARSHAL

VERIFICATION OF SERVICE COLLAR

ANNUAL MAINTENANCE TAG

CONCERN NAME
ADDRESS
E-NUMBER

HYDROSTATIC TEST LABEL
DO NOT SPECIFICATION CYLINDERS

FORMAT

**CURRENT DOCUMENTATION OF FIRE
PROTECTION EQUIPMENT**

NOT ACCEPTABLE



Exits



NOT ACCEPTABLE



ACCEPTABLE



Classrooms



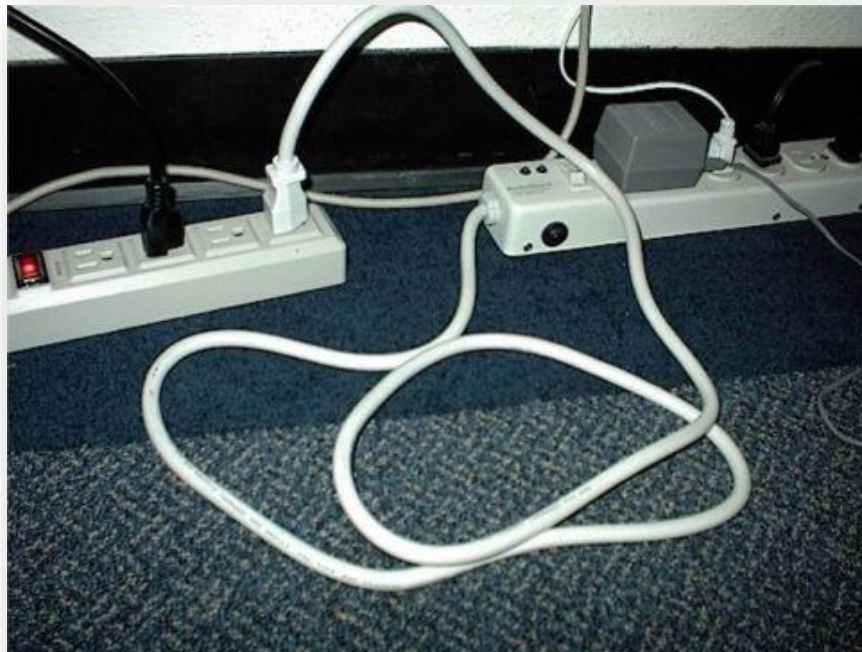
ACCEPTABLE



NOT ACCEPTABLE



Classrooms



NOT ACCEPTABLE



Special Use Classrooms



ACCEPTABLE



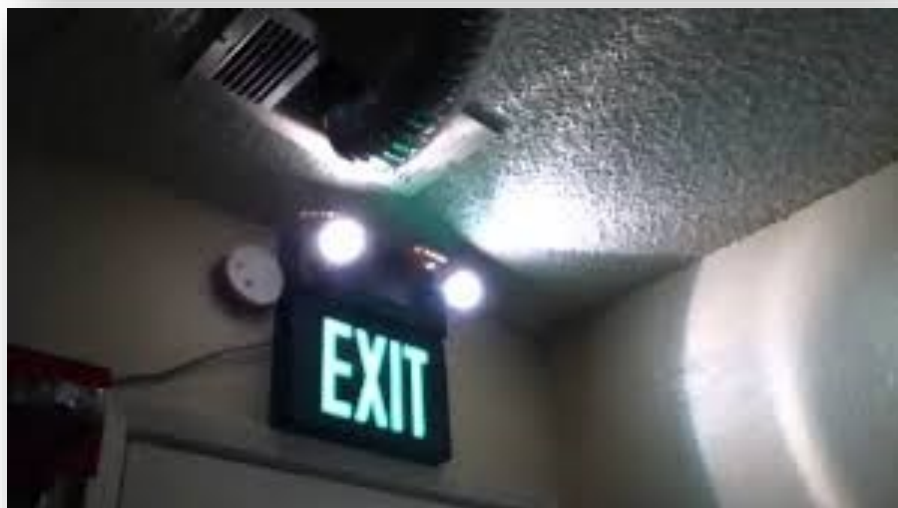
Corridors/Hallways/
Lobbies

NOT ACCEPTABLE



NOT ACCEPTABLE
OBSTRUCTION
BLOCKING DOOR

Public Assembly Areas



ACCEPTABLE

