

SCHOOL - CHECK LIST

(Uniform Fire Code, Group E, Division 1)

January 30, 2012

LIST AS "*CORRECTIONS REQUIRED*" ON INSPECTION REPORT FORM IF "FAIL"

	OK	FAIL	N/A
1. The FIRE, POLICE and AMBULANCE emergency number is 9-1-1. This should be the only number shown on check lists or phones for these emergencies. The number for monitoring alarm companies to use is (512) 864-8370.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The exterior near buildings shall be free of trash; tall dry weeds, grass or brush; and any other combustibles that could be a fire hazard. Portable buildings will have skirts extending to ground level to help stop fire spread under buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Dumpsters should be 10 ft away from combustible walls or roof overhangs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The owner shall maintain hydrants on private property, including annual servicing and testing. The owner shall keep written records. Verify records for the past year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Fire hydrants on property shall be fully visible, accessible and have a three foot clear space all around. Hydrants shall be painted metallic silver to enhance their visibility. The center of the steamer cap shall be at least 18 inches above ground level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. JVFD inspectors will inspect, service and test hydrants on or near the property following the procedures on page 10 of the Fire/Safety Inspection Program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Inspect electrical cords plugged into outlets for sound condition. Extension cords are for temporary and occasional use only. UL listed power taps with ground and built-in CB that are plugged directly into an outlet are approved. Electrical cords should not run under floor covering or over nails, hooks, metal edges, through walls, ceilings, or partitions etc. They should not be where they will be stepped on.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. There should be no holes or gaps in wall and ceiling covering material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. One dry chemical extinguisher rated by UL at least 2-A:10-B:C (or larger numbers, i.e., 3-A:20-B:C) is required in each building or for each 3,000 sq ft and spaced so one is within 75 feet. For kitchens, auto or shop areas, where combustible liquids or gases are present, the minimum size rating is a 40-B and spaced so one is within 30 feet. These should be mounted in tamper resistant cases to reduce vandalism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Extinguishers shall be serviced if used and inspected annually by a State licensed inspector with an approved service tag attached. Check that the pressure is in the normal zone and that the brake-away tie securing the safety pin is intact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. In main buildings, continuously illuminated EXIT and directional signs are required and must have emergency lighting back-up or be an approved self-illuminating type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	OK	FAIL	N/A
12. In main buildings, battery powered automatic emergency lighting is required in egress ways, corridors, stairs, gymnasiums, auditoriums, cafeterias, shops, or any other large assembly areas. These must be operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Any door marked as an exit shall be operable from the inside without the use of a key, special knowledge or effort. All latching devices shall be of an approved type. If panic hardware is installed, no locks or latch device is allowed except the panic hardware operating bar. When this bar is pushed the door must always open.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Exit access ways, doors, corridors, hallways and stairs are clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The Fire Marshal may require the school to designate fire lanes. If required, they are to be marked with 8 inch wide red painted curbs or stripes and posted, "FIRE LANE - TOW AWAY ZONE" in 3 inch white block letters every 30 feet. The school shall keep fire lanes clearly marked. School employees are not to park in fire lanes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. School authorities are expected to enforce FIRE LANE - TOW AWAY ZONE parking rules by any means available including having vehicles towed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Gas appliances and heaters will have all normal panels or doors in place. There should be no storage inside cabinets or closets enclosing gas appliances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Combustible materials of any type are not to be stored or added inside boiler rooms, mechanical rooms or electrical equipment rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Electrical panel boards will be accessible and have a clear area of 30 inch in front. Electrical devices, switches and wall outlets shall have cover plates in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Flammable liquids, not to exceed five gallons, used for maintenance or operation must be secured and stored in approved metal containers or safety cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. An evacuation and relocation plan shall be posted in each classroom. The outside assembly area should be in a safe place away from the building and located where it will not impede responding emergency vehicles. Check several classrooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Teachers should be prepared to account for students in the assembly area and be able report any that are missing to firemen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. A fire drill should be conducted at least once each month during school sessions. The school principal shall keep records showing the date and time of the drills and the times required to evacuate the building. Ask to see this documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Any building with an occupant load of 50 or more shall be provided with an approved manual fire alarm system or an approved manual and automatic system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Combustible art work displayed in hallways shall not exceed 20% of the wall area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Storage is not allowed within 24 inches of the ceiling in a non-sprinklered area and not closer than 18 inches below sprinkler head deflectors in a sprinklered area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		FAIL	N/A

27. Hazardous materials are properly stored, labeled and secured.

28. If the building has a Fire Alarm System, Sprinkler System or a Vent-a-Hood System, refer to the appropriate System Check Lists.

OK		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>