



BUILDING FIRE SAFETY CHECKLIST

Fire safety inspections are carried out on all schools buildings on an annual basis. This Fire Safety Checklist can help identify any unsafe conditions and correct them prior to inspection by the Fire Inspector. It can also assist you in becoming familiar with the fire safety features for your building.

NOTE: This form addresses most common fire prevention methods. The Fire Inspector may cover additional technical items during an actual inspection.

- Is the area around your building free of weeds and/or debris?
- Are dumpsters located more than five (5) feet away from combustible walls, openings and roof overhangs?
- Are all portable fire extinguishers visible, readily accessible and fully charged? Have they been inspected within the past twelve (12) months by a licensed Fire Extinguisher Service Company? Have they been checked by school personnel on a monthly basis?
- All Rescue Windows are free from obstructions.
- Is the path to all electrical fuse and breaker equipment un-obstructed and is there 36 inches of clearance in front of this equipment?
- Are all circuit breakers labeled to show their service location?
- Are electrical cover plates on all wall plugs, switches and junction boxes?
- Extension cords providing power (over 24 hours) are not allowed.
- Breaker protected power strips of sufficient amperage capacity are allowed up to 15 feet.
- Appropriate use of power strips include: computers, computer peripherals, fax machines, TV/VCR, electric fans.
- Inappropriate use of power strips: Coffee pots, hot plates, refrigerators, photocopiers, any appliance with a high current (amperage) draw.
- Never use more than one extension cord/power strip in any connection.
- No extension cords running through walls, floors or ceilings are allowed under any circumstance.
- Curtains, drapes, hangings and other decorative materials suspended from walls or ceilings shall be fire resistant or non-combustible.
- Are boiler rooms, mechanical rooms, and electrical panel rooms free from storage and obstruction?
- Is storage orderly? Is storage twenty-four (24) inches or more below the ceiling?
- Are exit passageways, corridors, stairways, and exits free of storage and obstructions?
- Are flammable or combustible liquids opened stored in flammable cabinets or other approved storage areas?
- If combustible waste and/or rags are stored, are they in non-combustible containers with self-closing lids?
- Are all illuminated exit signs working including the battery backup emergency light.
- Can all designated exit doors be opened from the inside without a key or any special knowledge or effort?
- Are all required emergency lights functioning properly if power shuts off?
- Are all holes in sheetrock walls and ceilings patched and are all ceiling tiles in place and in good condition?
- Are all compressed gas cylinders secured to prevent tipping or falling?
- Are evacuation route diagrams present in classrooms, offices, and workshops?
- If you commercially cook in your building and have a vent hood system, is the hood and vent to the exterior free of grease buildup?

If you have any questions concerning fire code regulations, feel free to contact me at 518 561-0100, ext 358.

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