SCHOOL SELF INSPECTION CHECKLIST



FIRE CONTROL ROOM

- [ ] Is key box, with a minimum or 3 sets of keys, provided for Fire Department use? - If yes, do they open the doors?
- [ ] Is there a set of floor plans for the building? Blue Prints?
- [ ] Is there a list of mobility impaired for the school?
- [ ] Is there a map showing the water, gas, and electrical shut-off?
- [ ] Is the fire alarm panel clear of all troubles and supervisory signals?
- [ ] Is there a list of 24 hour emergency phone numbers?

FIRE DEPARTMENT STANDPIPE AND AUTOMATIC SPRINKLER CONNECTIONS

- [ ] Are Fire Department connections operational (swivel freely)?
- [ ] Are Fire Department connections free of debris? They should have caps
- [ ] Is access unobstructed (not blocked by vehicles, storage, bushes, etc.)?
- [ ] Are caps in place (to prevent thread damage)?
- [ ] Are Interim Life Safety Measures that consist of the following being adhered to? - auto sprinkler, wet standpipe, dry standpipe, auto sprinkler – wet standpipe

AUTOMATIC SPRINKLER SYSTEM

- [ ] Tested as required within past year by approved company.

- [ ] Are current inspection reports available?

FIRE PUMP

- [ ] Do you have a fire pump at your facility?
- [ ] Are current Inspection reports available?

FIRE ALARM PULL BOXES AND COMPLETE FIRE ALARM SYSTEM

- [ ] Is access to pull boxes unobstructed (storage, cabinets, boxes, etc.)?
- [ ] Used for fire drill?
- [ ] Fire alarm and detectors tested within past year by approved company?
- [ ] Are current inspection reports available?

EVACUATION PLANS /LOCK DOWN PLANS

- [ ] Are posted in all areas where employees assemble (class rooms, office area, break area, kitchen, laundry, engineering, etc.)?
- [ ] Is evacuation map posted?
- [ ] Lock down plan reviewed and approved
- [ ] Knox box /lock for gates and building access provided

FIRE EXTINGUISHERS

- [ ] Serviced as required with a tag dated within one year?

FIRE HYDRANT

- [ ] Is access unobstructed (not blocked by vehicles, storage, bushes, etc.)?
- [ ] If hydrant is private, has testing been completed?
- [ ] If hydrant is private, is the bonnet painted white?

COORIDORS AND EXITS

- [ ] Corridors and exits free obstruction/storage (chairs, cabinets, boxes, carts, etc.)?
- [ ] Exit doors workable (no chains, bars, illegal locks, etc.)?
- [ ] Exit signs illuminated (regular and emergency power)?

EXIT STAIRWAYS

- [ ] Check doors at each floor level - a. Do doors close automatically and latch securely? b. Do doors unlock on alarm? c. Are doors kept closed and latched (no wedges/kick stops)?
- [ ] Free of obstruction/storage (boxes, ladders, cabinets etc.)?
- [ ] Properly illuminated (regular and emergency power)?
- [ ] Identification signs posted in stairwells? (four or more stories)

FIRE DOORS

- [ ] Workable, not wedged, closes completely and latches?
- [ ] Free of obstruction (chairs, boxes, carts, etc.)?

SMOKE BARRIER DOORS

- [ ] Workable, not wedged and closes completely?
- [ ] Free of obstruction (chairs, boxes, carts, etc.)?

EVACUATION PLANS

- [ ] Posted in all areas where employees assemble (class rooms, office area, break area, kitchen, laundry, maintenance office, etc.)?

FIRE DRILLS

- [ ] Are drills being conducted as required?
- [ ] Are fire drill dates recorded?
- [ ] Do all employees and students participate in drill?

FIRE DEPARTMENT VEHICLE RESPONSE

- [ ] Are fire lanes painted and signs posted?

EMERGENCY POWER EQUIPMENT

- [ ] Checked monthly under load and dates recorded?

ELEVATORS

- [ ] Is pit free from combustibles?
- [ ] Is sign posted on each floor (except first floor) at elevator recall button “In Case of Fire Do Not Use Elevator, Use Stairwell”
- [ ] Is key provided in key box for Fire Department use?

ELECTRICAL

- [ ] Frayed cords or unauthorized extension cords in use?
- [ ] Wall plates on all outlets?
- [ ] Are Electrical panels unobstructed; 30” wide, 36” depth and 78” in height?

HEATING /AIR HANDLING/ MECHANICAL/ELECTRICAL ROOMS

- [ ] Free of combustible debris and storage?

WELDING CART AND SWEATING UNIT

- [ ] Is there a welding cart or sweating unit onsite?

HOUSEKEEPING

- [ ] Is accumulation of combustible debris removed?
- [ ] Are oily rags, paint rags in covered metal containers?

STORAGE AREAS

- [ ] Are “NO SMOKING” signs posted?
- [ ] Clear of combustible debris?

RUBBISH AND LINEN CHUTES

- [ ] Are chute doors closing and latching?
- [ ] Are room doors closing and latching?

KITCHEN

- [ ] Are hoods, vents, fans, ducts free of grease and lint accumulation?
- [ ] Are current (within 6 months) inspection reports available?

COMPRESSED GASES (NON-FLAMMABLE)

- [ ] Are there non-flammable compressed gases at your facility?

COMPRESSED GASES (FLAMMABLE)

- [ ] Are there flammable compressed gases at your facility?

FLAMMABLE LIQUID STORAGE ROOM/CABINET

- [ ] Do you have a storage room or cabinet for flammable liquids?

LABORATORIES

- [ ] Is there a laboratory at your facility?
- [ ] MSDS PROVIDED
- [ ] HMIS SUBMITTED

LAUNDRY

- [ ] Free of lint accumulation at dryers?

FIRE WALLS

- [ ] Are all penetrations sealed?
- [ ] CEILING TILE
- [ ] Is tile in place throughout?

PAINT SPRAY BOOTH

- [ ] Is there a spray booth at your facility?

DRAPES AND CUBICLE CURTAINS

- [ ] Are they an approved type with fire retardant certification?
- [ ] Are they blocking auto sprinkler heads (18”)?

CONSTRUCTION, ALTERATIONS (REMODELING), OR DEMOITION OF A BUILDING

- [ ] Is remodeling being conducted?
- [ ] Are Interim Life Safety Measures that consist of the following being adhered to?



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