

SCHOOL SELF INSPECTION CHECKLIST



FIRE CONTROL ROOM

- ☐ Is key box, with a minimum of 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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