

**Fire Marshal's Office
Educational Occupancies
Self-Fire Inspection**

School _____ Address _____ Phone _____
 School Representative _____ Phone _____
 School District _____ Address _____ Phone _____

Instructions: The Fire Department believes you are the best person to maintain a safe environment for your facility. This self-inspection form is designed to assist you in performing a fire safety inspection. Complete the form by reviewing each item and check off those that apply and are in compliance with the statement. A copy of a current fire system service reports, with deficiencies corrected, shall be attached to this form. An independent servicing company must be used for inspecting the systems. When this form is complete, call the Fire Marshal's Office to make an appointment for your facility inspection. If you have any questions, please call our office.

OK | NA This form applies to: Educational Occupancies

Exits Code cites are from the 2006 IFC

1. Exit system (aisles, halls, doors, corridors, stairs, etc.) are clear and unobstructed. Halls are not used for storage or for study, test and work areas, 315.2.2, 803.1.3, 1027.2.
2. Exterior doors from a corridor and rooms exceeding 99 occupants have panic hardware, 1008.1.9.
3. Fire rated corridor doors shall be self-closing, latch, and be sealed with a smoke gasket (weather-stripping), 703.2.3.
4. Exit doors are operable from the inside without the use of a key or special knowledge or effort, 1008.1.8.
5. No dead bolt mechanisms of any type are allowed on any exit door, unless it is integrated with the main door latch release, 1008.1.8.4.
6. Landing and a floor are provided on each side of every exit door and are within ¾" (if built after 10/2004) or 1" (if built before 10/2004) below the highest point of the door threshold, 1008.1.6.
7. Exit signs are above each exit door except the main exit door and internally or externally lit, 1011.2, 1026.3.
8. Emergency lighting operates when the main power is off. If the lights do not stay on at least 5 minutes during the power-off test, replace the batteries. Most units have a test button that can be used instead of shutting the power off, 1011.5.3.

Fire Protection Systems

9. Clear access to at least one fire extinguisher (usually a 5 pound all purpose that has a UL classification of 2-A: 10-B:C) is provided for every 75' of travel, for each floor level; each extinguisher coverage limited to 6,000 sq. ft., 906.1 and .2.
10. All fire extinguishers have been serviced within the last 12 months. Attach a copy of the receipt or service report, 906.2.
11. Sprinkler system (if provided) has been serviced within the last 12 months. Attach a copy of the service report, 901.6.1.
12. Fire alarm system has been serviced within the last 12 months. Attach a copy of the service report, 901.6.1.
13. Provide a Type K fire extinguisher for commercial kitchens that do any cooking with oils, 904.11.5.
14. Kitchen hood suppression system must be serviced within the last 6 months. Attach a copy of the report, 904.11.6.4.
15. Roll-down and vertical sliding fire doors have been serviced within the last 12 months. Attach a copy of the service report, 703.4.

General

16. Address is located on the exterior of the building and visible from the street. Letters are a minimum 4" high and ½" wide stroke, 505.1.
17. Remove obstructions and provide access in fire lanes, 503.4.
18. Electrical panels have for at least 30" in width, 36" in front, and 78" in height clear access, 605.3.
19. Cover faceplates are on electrical outlets, switches, and exposed wires, and damaged wiring is repaired, 605.6.
20. Equipment/boiler/mechanical/electrical rooms shall not be used for storage, 315.2.3.
21. Outdoor trash containers are located away from any building overhang, canopy, or other projection, 315.3.
22. Electrical extension cords are not used in lieu of permanent wiring, if so used provide permanent wiring. Extension cords can be used with temporary, portable, and holiday type equipment and appliances, 605.4 and .5.
23. Holes in the walls and ceiling of heating equipment rooms are repaired, 703.1.

Special

24. The required facility emergency plan is current and available, and fire drill records are available, 404.2.
25. Flammable and combustible liquids in excess of 10 gallons used for maintenance and operations shall be stored in approved storage cabinets. Remove liquids not stored in approved containers. Maintain separation of incompatible materials, 3404.3.4.2, 3404.3.4.4.
26. Provide approved waste containers for combustible waste. Remove or store rubbish, waste material or oily rags in closed metal containers, 304.3.1. No storage is permissible under stairways unless in 1 hr enclosure, 1019.1.5.
27. Decorative and combustible materials on corridor walls are limited to 20% of each wall area. Doors define wall areas, 803.3.2.
28. Garbage cans exceeding 5.3 cubic feet (40 gal.) shall be metal or approved materials, 304.3.2, see exceptions.
29. Recycle containers limited to: desk container not to exceed 15 gal, small room (less than 500 sq ft) not to exceed (3) 15 gal. containers, medium room (500-1,000 sq. ft.) or copy room not to exceed (3) 55 gal. containers, large room (greater than 1,000 sq. ft.) not to exceed (3) 55 gal containers every 75'. See item 28 for nonmetallic containers, 316.3.
30. No storage of combustibles permitted in boiler, mechanical or electrical equipment rooms, 315.2.3.

Penalty of Falsifying Information: The fire department may inspect the facility at random. If the above information is found to be false, civil penalties may be issued and a reinspection fee will be charged. Depending on the severity of misrepresentation and the fire and life safety risk to the occupants, the building may be posted "Closed" until compliance is attained.

I claim the above information is true and accurate.

Responsible Party Signature: _____ Date: _____

Office Use Only:

Information reviewed by Office staff: _____ Date: _____