



PRE-INSPECTION CHECKLIST PROGRAM FOR SCHOOLS



Building Basics

- | | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|----------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| • Is the address posted near the main entrance in a conspicuous location? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is a Knox Box provided and are keys current? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are fire department access keys current? Is access provided for exterior gates? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is each building entrance clearly marked by letter and number? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all classrooms clearly marked by letter or number? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there a 3 foot clear access to all fire sprinkler and fire standpipe connections? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there a 3 foot clear access to all fire sprinkler shut-off valves? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are the Fire Lanes clear from all obstructions? (26 feet and unobstructed) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are Fire Lanes marked No Parking? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Fire Protection Equipment

- | | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| • Is the Fire Alarm System clearly identified with no Trouble light showing? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have the most recent copy of the Fire Alarm Test/Inspection results dated within the last 12 months? (Provide Documentation) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all fire sprinkler risers accessible and, if enclosed, are rooms clearly labeled? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have all fire sprinkler systems been inspected in last 12 months? (Provide Documentation) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have all fire sprinkler systems been certified in last 5 years? (Provide Documentation) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are commercial kitchen hood systems serviced and tagged within the past 6 months? (Including those in cafeterias and in ROP rooms) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are kitchen hoods free of accumulations of grease, are filters clean? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have all Fire Extinguishers been serviced and tagged within the last 12 months? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Exits

- | | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| • Are all exits maintained and accessible? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are the exits clear with no obstructions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do doors swing easily? Is panic hardware working easily? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all exit maps and exit signs posted and illuminated (where required)? Is all emergency lighting working? (Test prior to fire department arrival) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Classrooms

- | | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| • Are classrooms occupant loads posted, where required? (Any classrooms with a load over 50) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the seating arrangement such that it would facilitate quick evacuation if needed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are fire extinguishers hung 3.5' - 5' off the ground and accessible? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have the fire extinguishers been serviced and tagged within 1 year? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is artwork/decor on the wall excessive? (More than 20% of the wall space in a building without fire sprinklers or 50% in a building with fire sprinklers) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

IF FLAME RETARDENT PAPER OR FABRIC IS USED THE ABOVE DOES NOT APPLY

PLEASE SAVE THE DOCUMENTATION FOR THE PAPER/FABRIC IF USED

- | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| • Are exits clear and accessible with no furniture, equipment or supplies obstructing access? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are evacuation maps clearly posted near the door? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are emergency bags clearly accessible and located near the door? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Storage is 24" below the ceiling in buildings without fire sprinklers or 18" below the ceiling in buildings with fire sprinklers. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Extension cords are not in use? (extension cords not allowed in place of permanent wiring) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Multi-plug adapters are not being used? (Multi-plug adapters are never allowable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are surge protectors plugged directly into the wall, not interconnected or used with extension cords? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Special Use Classrooms	<u>Yes</u>	<u>No</u>	<u>N/A</u>
For shops (auto shop, wood shop, art room etc.) are flammable liquids stored in an approved flammable liquid cabinet with self closing doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For wood shop, if installed, is the dust collection system being properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For shop or art classrooms, are oil or paint rags stored in a metal container with a tight fitting lid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In all classrooms with electrical equipment (machinery), gas systems (science labs), etc. are shut off valves and switches clearly marked and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In band and drama rooms, are any/all curtains/drapes flame-proof with a state fire marshal tag?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corridors/Hallways and Lobbies	<u>Yes</u>	<u>No</u>	<u>N/A</u>
• Have all obstructions or tripping hazards been cleared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all exits signs illuminated, and working, in areas serving more than 50 people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all doors in areas serving 50 or more people equipped with panic hardware?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Artwork and decorative materials on wall space is less than 20% of the total surface area in buildings without fire sprinklers or 50% in building with fire sprinklers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Assembly Areas (Gymnasiums, Cafeteria's, Multi-Purpose Rooms)	<u>Yes</u>	<u>No</u>	<u>N/A</u>
• Are exit signs illuminated and working properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is emergency exit lighting working properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are occupant load signs posted in a conspicuous location near the main entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is seating arranged to facilitate quick exit in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are aisles clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are drapes/curtains and any/all decorations flame-proof with state fire marshal seal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance/Custodial Closets, Rooms or Shops	<u>Yes</u>	<u>No</u>	<u>N/A</u>
• Are oil and paint rags stored in a metal container with a tight fitting lid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is storage neat and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If electrical subpanels are located in these closets/rooms, are they accessible with 30" of clear space around them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boiler/Mechanical/Electrical Rooms	<u>Yes</u>	<u>No</u>	<u>N/A</u>
• Is all storage cleared from these rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are rooms clearly marked as to their purpose/use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all fire rated assemblies in working condition? (self-closing doors working, no penetrations in fire rated walls)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General	<u>Yes</u>	<u>No</u>	<u>N/A</u>
• Is wiring safe and in good condition throughout the campus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are all cover plates intact on outlets, light switches and any junction boxes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Throughout campus, is storage height being maintained a minimum of 24" below ceiling in buildings without fire sprinklers or 18" below ceiling in building with fire sprinklers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are surge protectors plugged directly into the wall not interconnected or used with extension cords?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have Fire Drill Records and your Approved Evacuation Plan readily accessible for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are red emergency bags accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I certify that I, or my delegate, have inspected the campus and to the best of our knowledge the information contained above is correct.

Signature

Printed Name and Title

Date

NOTE: If any items in the checklist were answered No, they will need to be corrected prior to the fire department inspection.

If you have any questions please contact the Charlottesville Fire Marshal's Office 434-970-3328 FMO@charlottesville.gov