PRE-INSPECTION CHECKLIST PROGRAM FOR SCHOOLS

Building Basics
- Is the address posted near the main entrance in a conspicuous location?
- Is a Knox Box provided and are keys current?
- Are fire department access keys current? Is access provided for exterior gates?
- Is each building entrance clearly marked by letter and number?
- Are all classrooms clearly marked by letter or number?
- Is there a 3 foot clear access to all fire sprinkler and fire standpipe connections?
- Is there a 3 foot clear access to all fire sprinkler shut-off valves?
- Are the Fire Lanes clear from all obstructions? (26 feet and unobstructed)
- Are Fire Lanes marked No Parking?

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

Exits
- Are all exits maintained and accessible?
  - Are the exits clear with no obstructions?
  - Do doors swing easily? Is panic hardware working easily?
- Are all exit maps and exit signs posted and illuminated (where required)? Is all emergency lighting working? (Test prior to fire department arrival)

Classrooms
- Are classrooms occupant loads posted, where required? (Any classrooms with a load over 50)
- Is the seating arrangement such that it would facilitate quick evacuation if needed?
- Are fire extinguishers hung 3.5’ - 5’ off the ground and accessible?
- Have the fire extinguishers been serviced and tagged within 1 year?
- Is artwork/decor on the wall excessive? (More than 20% of the wall space in an building without fire sprinklers or 50% in a building with fire sprinklers)

  ***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?
- Are evacuation maps clearly posted near the door?
- Are emergency bags clearly accessible and located near the door?
- Storage is 24” below the ceiling in buildings without fire sprinklers or 18” below the ceiling in buildings with fire sprinklers.
- Extension cords are not in use? (extension cords not allowed in place of permanent wiring)
- Multi-plug adapters are not being used? (Multi-plug adapters are never allowable)
- Are surge protectors plugged directly into the wall, not interconnected or used with extension cords?
Special Use Classrooms
For shops (auto shop, wood shop, art room etc.) are flammable liquids stored in an approved flammable liquid cabinet with self closing doors?

For wood shop, if installed, is the dust collection system being properly maintained?

For shop or art classrooms, are oil or paint rags stored in a metal container with a tight fitting lid?

In all classrooms with electrical equipment (machinery), gas systems (science labs), etc. are shut off valves and switches clearly marked and accessible?

In band and drama rooms, are any/all curtains/drapes flame-proof with a state fire marshal tag?

Corridors/Hallways and Lobbies
• Have all obstructions or tripping hazards been cleared?
• Are all exits signs illuminated, and working, in areas serving more than 50 people?
• Are all doors in areas serving 50 or more people equipped with panic hardware?
• 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?

Public Assembly Areas (Gymnasiums, Cafeteria’s, Multi-Purpose Rooms)
• Are exit signs illuminated and working properly?
• Is emergency exit lighting working properly?
• Are occupant load signs posted in a conspicuous location near the main entrance?
• Is seating arranged to facilitate quick exit in an emergency?
• Are aisles clear of obstructions?
• Are drapes/curtains and any/all decorations flame-proof with state fire marshal seal?

Maintenance/Custodial Closets, Rooms or Shops
• Are oil and paint rags stored in a metal container with a tight fitting lid?
• Is storage neat and orderly?
• If electrical subpanels are located in these closets/rooms, are they accessible with 30” of clear space around them?

Boiler/Mechanical/Electrical Rooms
• Is all storage cleared from these rooms?
• Are rooms clearly marked as to their purpose/use?
• Are all fire rated assemblies in working condition? (self-closing doors working, no penetrations in fire rated walls)

General
• Is wiring safe and in good condition throughout the campus?
• Are all cover plates intact on outlets, light switches and any junction boxes?
• 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?
• Are surge protectors plugged directly into the wall not interconnected or used with extension cords?
• Do you have Fire Drill Records and your Approved Evacuation Plan readily accessible for review?
• Are red emergency bags accessible?

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