



School Fire Safety Checklist

Fire Marshal's Office
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The School Fire Safety Checklist includes many of the most common fire prevention and life safety issues found in schools. The SFSC is not intended to be an all-inclusive list, but rather highlights many of the common and most significant fire code provisions schools are required to comply with.

School principals, teachers, custodians, and maintenance personnel are encouraged to use the checklist as a tool for self-inspection on a regular basis and prior to the annual fire inspection. Using the SFSC regularly to identify occupancy hazards and non-compliant conditions will assist not only in achieving a fire safe school environment but also to prepare the school for its annual fire and life safety inspection.

As you go through the checklist you will find that a team approach is necessary. School administrators, teachers, custodial staff, school maintenance staff and the Prevention and Enforcement Section will need to work together to ensure all provisions are met and the school environment is as safe as possible from fire and related emergencies.

To assist with the completion of the School Fire Safety Checklist, or answer questions about identified conditions, Community Risk Reduction staff will be available to help you. Pre-inspection visits are available upon request and may be customized to meet the needs of the school. Pre-inspection assistance may be as simple as answering a specific fire related question or as complex as hands-on training for administrators, custodial staff, or teachers, including a partial walkthrough of the facilities. We strongly encourage schools with several violations in past years, and schools with new principals/administrators or custodians, to contact us for assistance in preparing for the upcoming fire inspection. We look forward to continuing our cooperative efforts to ensure our schools are safe from fire and related emergencies.

If you have any questions, please feel free to contact the Fire Marshal's Office at 678.518.4980, firemarshal@gwinnettcounty.com.

Planning and Preparedness

- [] Fire Safety and Evacuation plans are developed and/or updated.
- [] Fire Safety and Evacuation plans are available for review by employees.
- [] Employees are trained in fire prevention, evacuation, and fire safety. Training is documented.
- [] Monthly fire drills have been conducted, documented, and reported online according to the requirements of the State Fire Marshal's Office www.oci.ga.gov.
- [] All exit facilities are inspected daily by responsible staff to ensure that all stairways, doors, and other exits are in proper condition (New in 2014).
- [] Documentation demonstrating completion of required inspection, testing, and maintenance of the following fire protection systems, shall be available for review by the Fire Inspector: automatic fire sprinkler systems and fire hydrants (Annual Report), fire alarm and detection systems (Annual Report), kitchen hood fire suppression systems (Semi-annual Reports), emergency lighting (including generator if required), door opening inspection (Annual Report - New in 2014).

Exterior

- [] Fire department access roads are clear and unobstructed.
- [] Fire lanes are identified and marked appropriately. Fire lane signs are in place to prevent parking that would block fire department apparatus access to required areas.
Note: Buses loading and unloading students in marked fire lanes are acceptable provided the driver remains with the vehicle.
- [] Fire hydrants and fire department connections are visible and unobstructed.
- [] Sprinkler water control valves are locked or electrically supervised.
- [] Handicapped parking and accessibility is appropriate (number of spaces, signs, width, painted markings, proximity to accessible route).
- [] Address numbers are visible from the road.
- [] Exit discharge is clear to the public way.

Means of Egress

- [] Means of egress are free of obstructions or impediments to full and instant use.
- [] No furnishings, decorations, or other objects are obstructing exits.

- [] Exits are not locked or blocked.
- [] Minimum required exit/egress widths are maintained (minimum of 6 ft. in corridors; actual required corridor widths may be greater than 6 ft.).
- [] Egress doors are easily opened with minimal force and without the use of a key, tool, or special knowledge or effort from the egress side. No more than one releasing operation is required to open the door.
- [] Projections from the ceiling are not less than 6 ft. 8 in. above the floor.
- [] Emergency lighting is provided in the following areas: interior stairs and corridors, assembly use spaces, flexible and open plan buildings, interior or windowless portions of buildings, shops and laboratories.
- [] Exits signs are in place, visible, and illuminated.
- [] Emergency lighting and exit signs have been inspected, tested, and maintained; appropriate documentation is available for review.

Fire Protection Construction Features

- [] Fire rated doors with self-closing devices are not secured in the open position (no door wedges or fold down feet).
- [] Fire/smoke resistance rated construction (walls, floor ceiling assemblies) is maintained. Penetrations are properly sealed.
- [] Door assemblies inspected and tested including: doors in exit enclosures, doors with fire exit or panic hardware, electrically controlled egress doors, doors with special locking arrangements, and fire and smoke rated doors.

Housekeeping, Furniture, Decorations

- [] Storage of combustible materials in buildings is orderly.
- [] A minimum working space of 30 in. wide (not less than the width of the equipment), 36 in. deep, and 78 in. high is provided in front of electrical equipment. There is no storage in the working space.
- [] Combustible materials are at least 30 in. (or the manufacturer's recommended distance) from kilns, furnaces, and related heat sources.
- [] Combustible material is not stored in boiler, mechanical, or electrical equipment rooms.
- [] Flammable and combustible liquids are stored appropriately and in appropriate quantities (outside storage shed or listed flammable liquids cabinets recommended).

- [] There are no combustibles stored in exits or exit enclosures.
- [] Storage is maintained a minimum of 2 ft. below the ceiling in non-sprinklered buildings and 18 in. below the sprinkler deflectors in sprinklered buildings.
- [] No combustible waste material creating a fire hazard has accumulated in buildings.
- [] Adequate clearance is provided between ignition sources such as luminaries, heaters, flame producing devices, and combustible materials.
- [] Sprinklers must be installed according to their listings. All escutcheons and ceiling tiles are in place.
- [] There are no furnishings or decorations of an explosive or highly flammable nature.
Note: Wicker furniture is considered highly combustible.
- [] Curtains, draperies, hangings, and other decorative materials suspended from walls or ceilings meet the flame propagation requirements of NFPA 701 or are non-combustible.
Exception: Curtains and draperies in separated administrative office areas of educational occupancies are not required to meet the flame propagation requirements of NFPA 701.
- [] Artwork and teaching materials are permitted to be attached directly to the walls and do not exceed 20% of the wall area in non-sprinklered buildings, or 50% of the wall area in a building protected throughout by an approved, supervised, automatic sprinkler system.
- [] It is recommended that artwork and teaching material adjacent to exit access doors be placed at a minimum distance of 10 ft. from the outer edge of the door frame.
Exception: It is recommended that artwork and teaching material shall be placed a minimum of 5 ft. from the door frame in buildings protected throughout by an approved, supervised, automatic sprinkler system.
Exception: Evacuation plans and documents that will be taken with the teacher in an emergency may be within the 5 ft. to 10 ft. area.
- [] There are no sprinkler obstructions preventing the spray pattern from reaching ignitable materials. Sprinklers must be installed under fixed obstructions over 4 ft. wide. Lofts may be 4 ft. by 6 ft. provided appropriate placement is possible.
- [] No possible ignition sources such as lamps, computers, electrical cords, etc. are permitted under lofts.

Electrical

- [] No extension cords are used as permanent wiring.
- [] Extension cords, used for temporary purposes, are plugged directly into an approved receptacle or power tap.

Note: Relocatable power taps or temporary power taps are terms used in the codes for what is commonly known as a power strip, or surge protector. Check for the UL 1363 Listing Mark (label) to ensure it is of an approved type.
- [] The capacity of extension cords and power taps are not less than the rated capacity of the portable appliance supplied by the cord.
- [] Extension cords and power taps are in good condition without splices, deterioration, or damage.
- [] Extension and/or power tap cords do not extend through walls, ceilings, floors, under doors, or floor coverings, and are not subject to environmental or physical damage.
- [] No multi-plug adaptors, cube adaptors, or unfused plug strips not complying with NFPA 70 are in use.
- [] Relocatable power taps are of the polarized or grounded type, equipped with overcurrent protection, and are labeled in accordance with UL 1363.
- [] Relocatable power taps are directly connected to a permanently installed receptacle. No "piggy backing" or plugging a power tap into another power tap.
- [] There are no unapproved electrical conditions such as open junction boxes, open wiring splices, or switch or receptacle boxes with no covers or damaged covers.
- [] There are no space heaters of any type, in any location in the building.
- [] Electrical room doors are labeled and locked and electrical panels are labeled.
- [] Emergency power systems have been inspected, tested, and appropriate documentation is available for review.

Fire Protection Systems

- [] Fire protection systems have been inspected, tested, maintained, and appropriate documentation is available for review on the premises for at least three years.
- [] Portable fire extinguishers are installed according to NFPA 10 and when applicable 2010 ADAG, and are visible and accessible within 75 ft. travel distance.

- [] Each extinguisher must have an approved tag securely attached indicating the last maintenance date by a trained, licensed technician (Annually).
- [] Extinguishers must be inspected monthly by school staff with appropriate documentation available; the back of the tag is usually signed each month.
- [] Cooking equipment is protected by an exhaust hood and fire suppression system as required by code.

Exception: In home economics labs, domestic cooking appliances may be protected by approved residential hoods and suppression systems vented directly to the outside. In a fully sprinklered building, the suppression system is not required.
- [] Kitchen hood and suppression systems have been inspected by trained, qualified, and licensed technicians according to state requirements, every six months with appropriate documentation available and tags affixed.
- [] Filters, hoods and exhaust systems are not contaminated by significant grease deposits. Kitchen exhaust systems shall be cleaned by trained, qualified technicians as needed.
- [] The fire alarm system is operational, in normal condition, and trouble free.
- [] Records of inspection, testing, and maintenance of fire alarm and detection systems are available for review demonstrating systems have been inspected, tested, and maintained in accordance with NFPA 72.
- [] Manual pull stations are visible and accessible.
- [] Visible alarm indicating appliances (strobes) are placed as required.

Note: Strobes must be added where storage, or other rooms not designed for classroom use, have been occupied as classrooms and where one large classroom has been semi-permanently divided into two or more smaller classrooms.
- [] Automatic sprinkler systems are operational and have a current green tag (less than one year old) as required by Chapter 120-3-3 Rules and Regulations of the Safety Fire Commissioner.
- [] Automatic sprinkler systems have been inspected, tested, and maintained according to NFPA 25 and a certificate of inspection is available for review for a minimum of three years.
- [] Sprinklers show no signs of leakage, corrosion, foreign materials, paint, or physical damage.
- [] There are no obstructions to sprinkler spray patterns.
- [] Normally open sprinkler valves are locked or electrically supervised.
- [] Gauges are inspected monthly to ensure normal water pressure is maintained.