

FIRE AND SAFETY SELF-INSPECTION CHECK FOR SCHOOL

Southwest Region School District

SCHOOL _____

DATE _____

Initial

Check One

	General	YES	NO	N/A
_____	1. Have any changes in use of rooms or facilities, or construction of any type, been approved by the State Fire Marshall?	_____	_____	_____
_____	2. Are at least nine (9) fire exit drills conducted each school year?	_____	_____	_____
_____	3. Are fire exits routed posted in each room?	_____	_____	_____
_____	4. Can all exits doors be opened from the inside without a key or special knowledge and are they free of deadbolt or other special locks?	_____	_____	_____
_____	5. Are all exit corridors and hallways free of obstructions (such as desks, tables, chairs, furniture or boxes?)	_____	_____	_____
_____	6. Exitways must be illuminated any time the building is in use. Are all emergency lights and exit signs operational?	_____	_____	_____
_____	7. Combustible storage is not allowed in boiler/furnace rooms, mechanical spaces, electrical rooms, attics, crawl spaces, under floors, or concealed spaces. Have all combustibles been removed from these areas/rooms?	_____	_____	_____
_____	8. Are all decorations or art work in the corridors limited to 20% of the wall surface?	_____	_____	_____
_____	9. Are there fire doors between hazardous areas (such as shops and laboratories) and the rest of the building?	_____	_____	_____
_____	10. Have all fire protective devices or systems (such as fire sprinklers, fire alarms systems, fire extinguishers) been serviced or maintained within the past years.	_____	_____	_____

		YES	NO	N/A
_____	11. Are all electrical devices properly installed? Are cover plates present on outlets and switches? NOTE: There should be no exposed electrical connections.	_____	_____	_____
_____	12. Are extension cords being used as a substitute for fixed wiring? If so, discontinue their use or provide additional electrical outlets.	_____	_____	_____
_____	13. Toxic and poison products, i.e., cleaners, glues, paints, etc., need to be stored in locked cabinets or closets. Flammable products such as some cleaners, glues, paints, etc., need to be stored in approved locked metal cabinet.	_____	_____	_____
_____	14. Are portable electrical appliance and all electrical wiring and panels in good condition?	_____	_____	_____
_____	15. Are "NO SMOKING" rules enforced? Are signs posted at all entryways?	_____	_____	_____
_____	16. Is all storage neat, orderly, and in suitable locations? NOTE: Storage of combustible materials (such as wood, paper, plastics) is not allowed in boiler rooms, air handler rooms, under stairs, or in the exit corridors.	_____	_____	_____
_____	17. Was Emergency organization developed with quarterly instruction and training received?	_____	_____	_____
_____	18. Are chemistry lab chemicals checked for shelf life? Are chemicals which react with each other stored separately? Are chemicals kept locked up at all times?	_____	_____	_____
_____	19. Are all combustible and flammable materials stored in a approved cabinet?	_____	_____	_____
_____	20. Are First-Aid kits well stocked and visible for use? Have commonly used items i.e., Band-Aids, antiseptic, etc., been replaced?	_____	_____	_____
_____	21. Has damage, such as holes and cracks in interior walls or ceiling been repaired to maintain the required fire resistance?	_____	_____	_____

		YES	NO	N/A
_____	22. Is there a clear spaced (30 in. horizontal and 72 in. vertical) maintained around all electrical panels? There must also be a 30 in. wide access path to the panels for emergency shutdown if needed.	_____	_____	_____
_____	23. Gasoline powered equipment cannot be stored in buildings without meeting special requirements. Is all gasoline powered equipment (snowblower, lawnmowers, snow machine, ATVs etc.) properly stored?	_____	_____	_____
_____	24. Are employees/staff trained on how to respond in an emergency and fire reporting procedure?	_____	_____	_____
_____	25. Are seasonal and other decorative materials non-combustible or fire retardent treated?	_____	_____	_____

EXTERIOR

_____	26. Are all fire hydrants accessible to fire department personnel? NOTE: There should be three (3) feet of clearance around all fire hydrants including snow accumulation.	_____	_____	_____
_____	27. Are all fire lanes or fire access roadways unobstructed? Are “NO PARKING - FIRE LANE” signs present?	_____	_____	_____
_____	28. Are dumpsters stored at least five (5) feet from any combustible (wood) buildings or eaves, and five (5) feet from doors and windows to prevent fire from spreading into the building?	_____	_____	_____
_____	29. Are fuel tanks and piping protected against vehicle collision?	_____	_____	_____

SHOP AREAS

_____	30. Are all oil-soaked rags stored in metal containers with lids?	_____	_____	_____
_____	31. Are there clear aisles or paths leading to all exit doors?	_____	_____	_____
_____	32. Are there fire extinguishers located within thirty (30) feet of all hazardous processes (such as painting, welding, or wood working?)	_____	_____	_____
_____	33. Are all flammable liquids stored in approved cabinets?	_____	_____	_____

		YES	NO	N/A
_____	34. Are all compressed gas cylinders (oxygen, acetylene, propane) secured so that they can't fall over?	_____	_____	_____
_____	35. Is Wood Shop housekeeping satisfactory with no excessive dust accumulation? (cleaned daily)	_____	_____	_____
_____	36. Are Auto Shop hazards properly protected with solvent parts washing tanks and UL waste cans provided?	_____	_____	_____

LABORATORIES

_____	37. Does the laboratory meet the requirements of the Science Safety Law and Department of Education guidelines?	_____	_____	_____
_____	38. Are all chemicals stored in a secured area?	_____	_____	_____
_____	39. Are all flammable liquids stored in approved cabinets?	_____	_____	_____
_____	40. Are all corrosives stored in approved cabinets?	_____	_____	_____
_____	41. Do all shelves used for storing chemicals have lips or guards to prevent containers from falling off?	_____	_____	_____
_____	42. Are all chemical containers marked or labeled?	_____	_____	_____

KITCHEN

_____	43. Are the exhaust hoods, ducts, and filters clear of any grease accumulation? Do the hoods operate properly?	_____	_____	_____
_____	44. If the kitchen hood has an automatic fire extinguishing system, has it been inspected and serviced within the past twelve (12) months?	_____	_____	_____
_____	45. Is there a fire extinguisher (minimum 40BC rated) within thirty (30) feet of the cooking equipment?	_____	_____	_____
_____	46. Is there a means of shutting off the gas supply to the cooking equipment in the event of an emergency?	_____	_____	_____

ART ROOMS/PERFORMING ARTS AREAS

		YES	NO	N/A
_____	47. Is the area near the kiln free of combustible storage? NOTE: As a rule there should be no storage within thirty (30) in. of kiln?	_____	_____	_____
_____	48. Are there clear aisles or paths leading to all exit doors?	_____	_____	_____
_____	49. Are all flammable or combustible liquids (some paints, thinners) stored in approved cabinets?	_____	_____	_____
_____	50. Are combustible materials (such as paper, wood, props, sets or decorations) kept in storage rooms designed for that purpose?	_____	_____	_____
_____	51. Are stage curtains and similar hangings fire retardant?	_____	_____	_____

ALL SPACES IN SCHOOLS

_____	52. Are all storage, custodial, boiler, air handlers, and equipment rooms kept locked at all times?	_____	_____	_____
_____	53. Do all rooms used for storage of combustible materials (wood, paper, plastic) have one-hour fire rated walls (sheetrock or plaster) in good condition?	_____	_____	_____
_____	54. Do all rooms used for the storage of combustibles (wood, paper plastic) have fire-rated doors (or solid core 1 3/4 inch thick wood doors) with self-closures (or automatic fire sprinklers in them)?	_____	_____	_____
_____	55. Do all storage rooms have smoke or heat detectors in them?	_____	_____	_____
_____	56. Are all flammable liquids stored in approved cabinets?	_____	_____	_____
_____	57. Are storage items twenty-four (24) inches or more from the ceiling?	_____	_____	_____

**Both signatures are required for completion of the
Fire and Safety Inspection**

Site Administrator

Date

Site Maintenance/Custodial

Date

Report Due: January 31, annually