

**SCHOOL - CHECK LIST**

(Uniform Fire Code, Group E, Division 1)

April 1, 2024

LIST AS "*CORRECTIONS REQUIRED*" ON INSPECTION REPORT FORM IF FAILS

1. The FIRE, POLICE and AMBULANCE emergency number is 9-1-1. This should be the only number shown on check lists or phones for these emergencies. The number for monitoring alarm companies to use is (512) 864-8282.
2. The exterior near buildings shall be free of trash; tall dry weeds, grass or brush; and any other combustibles that could be a fire hazard. Portable buildings will have skirts extending to ground level to help stop fire spread under buildings.
3. Dumpsters should be 10 ft away from combustible walls or roof overhangs.
4. The owner shall maintain hydrants on private property, including annual servicing and testing. The owner shall keep written records.
5. Fire hydrants on property shall be fully visible, accessible and have a three-foot clear space all around. Hydrants shall be painted metallic silver to enhance their visibility. The center of the steamer cap shall be at least 18 inches above ground level.
6. Inspect electrical cords plugged into outlets for sound condition. Extension cords are for temporary and occasional use only. Electrical cords should not run under floor covering or over nails, hooks, metal edges, through walls, ceilings, or partitions etc. They should not be where they will be stepped on.
7. There should be no holes or gaps in wall and ceiling covering material.
8. One dry chemical extinguisher rated by UL at least 2-A:10-B:C (or larger numbers, i.e., 3-A:20-B:C) is required in each building or for each 3,000 sq ft and spaced so one is within 75 feet. For kitchens, auto or shop areas, where combustible liquids or gases are present, the minimum size rating is a 40-B and spaced so one is within 30 feet. These should be mounted in tamper resistant cases to reduce vandalism.
9. Extinguishers shall be serviced if used and inspected annually by a State licensed inspector with an approved service tag attached. Check that the pressure is in the normal zone and that the brake-away tie securing the safety pin is intact.
10. In main buildings, continuously illuminated EXIT and directional signs are required and must have emergency lighting back-up or be an approved self-illuminating type.
11. In main buildings, battery powered automatic emergency lighting is required in egress ways, corridors, stairs, gymnasiums, auditoriums, cafeterias, shops, or any other large assembly areas. These must be operational.

13. Any door marked as an exit shall be operable from the inside without the use of a key, special knowledge or effort. All latching devices shall be of an approved type. If panic hardware is installed, no locks or latch device is allowed except the panic hardware operating bar. When this bar is pushed the door must always open.
14. Exit access ways, doors, corridors, hallways and stairs are clear of obstructions.
15. The Fire Marshal may require the school to designate fire lanes. If required, they are to be marked with 8-inch wide red painted curbs or stripes and posted, "FIRE LANE - TOW AWAY ZONE" in 3-inch white block letters every 30 feet. The school shall keep fire lanes clearly marked. School employees are not to park in fire lanes.
16. School authorities are expected to enforce FIRE LANE - TOW AWAY ZONE parking rules by any means available including having vehicles towed.
17. Gas appliances and heaters will have all normal panels or doors in place. There should be no storage inside cabinets or closets enclosing gas appliances.
18. Combustible materials of any type are not to be stored or added inside boiler rooms, mechanical rooms or electrical equipment rooms.
19. Electrical panel boards will be accessible and have a clear area of 30 inch in front. Electrical devices, switches and wall outlets shall have cover plates in place.
20. Flammable liquids, not to exceed five gallons, used for maintenance or operation must be secured and stored in approved metal containers or safety cabinets.
21. An evacuation and relocation plan shall be posted in each classroom. The outside assembly area should be in a safe place away from the building and located where it will not impede responding emergency vehicles.
22. Teachers should be prepared to account for students in the assembly area and be able report any that are missing to firemen.
23. A fire drill should be conducted at least once each month during school sessions. The school principal shall keep records showing the date and time of the drills and the times required to evacuate the building.
24. Any building with an occupant load of 50 or more shall be provided with an approved manual fire alarm system or an approved manual and automatic system.
25. Combustible art work displayed in hallways shall not exceed 20% of the wall area.
26. Storage is not allowed within 24 inches of the ceiling in a non-sprinklered area and not closer than 18 inches below sprinkler head deflectors in a sprinklered area.
27. Hazardous materials are properly stored, labeled and secured.
28. If the building has a Fire Alarm System, Sprinkler System or a Vent-a-Hood System, refer to the appropriate System Check Lists.