

Fire Safety Inspection Report

School Site: _____

Date: _____

	Yes	No	N/A	Remarks
SPRINKLERS				
All sprinkler valves accessible and locked open?				
Any Leaks, corrosion, or other defects noted?				
All sprinkler heads unobstructed? Shelving storage 18" below sprinkler heads?				
Caps in place on the fire department pumper connection?				
Monthly alarm and valve supervisory tests?				
FIRE ALARMS				
Fire alarm boxes accessible?				
All alarms and panels tested monthly?				
Alarms, horns or bells audible in all areas of the building?				
Automatic heat or smoke detectors properly placed and free of dust, etc.?				
Standby batteries in service?				
FIRE DOORS				
Interior doors in good working condition?				
Are any exit or fire doors blocked, chained, locked, partially blocked, obstructed by coat racks etc.?				
Doors to unoccupied rooms kept closed?				
Automatic door closers in good operating condition?				
FIRE EXTINGUISHERS & HOSE STATIONS				
All employees familiar with location and operation of extinguishers?				
All extinguishers not obstructed?				
Monthly recorded inspections of extinguishers being conducted?				
Cabinet doors on hose stations or extinguishers operate freely?				
Hoses in good condition and nozzles in place?				
All hoses re-hung at least annually?				
All hoses replaced as conditions indicate replacement?				
EMERGENCY PLANNING				
Does the school have a formal written emergency action plan?				
Are evacuation diagrams posted in each classroom?				

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HEATING EQUIPMENT				
Schedule inspection of equipment?				
Combustion safeguards in accordance with state and local codes?				
Combustion storage kept out of boiler and furnace rooms?				
Scheduled cleaning and adjustments to equipment?				
Combustion analysis performed on fuel burner units?				
Flues and stacks checked on a regular basis for cracked or broken members?				
COOKING EQUIPMENT				
Scheduled inspections of equipment, controls and ventilation?				
Fixed extinguishing system serviced on a regular annual basis and tagged?				
Manual and automatic shut-offs checked?				
Vapor globes on lights in exhaust hood?				
Ducts over cooking equipment cleaned on a regular basis?				
Filters of exhaust hood over cooking equipment at least weekly.				
Grease trays on range and other equipment cleaned at least weekly?				
ELECTRICAL HAZARDS				
All junction boxes and outlets have covers?				
Electrical equipment (motors, fans etc.) free of dust and grit?				
All lighting and appliance cords in the open and not concealed or covered?				
Regular inspections of cords, outlets and switches?				
Circuit breaker panels properly covered?				
Circuit breakers actuated every six months to ensure free movement?				
Fluorescent lighting diffusers cleaned annually?				
GENERAL				
Combustibles kept away from portable heaters?				
Combustibles stored neat and orderly in appropriate areas?				
No combustible storage in boiler room(s)?				
Waste materials stored in proper containers?				
Waste materials emptied at the end of each day or more frequently when needed?				

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LABORATORY /SCIENCE ROOMS				
Is there an ongoing inventory of all chemicals in stock?				
Properly stored safety cans or cabinets?				
Safe disposal methods of outdated chemicals?				
Is there a safety orientation for all students using the facility?				
EMERGENCY LIGHTING				
Is emergency lighting available in the event of an electrical power failure?				
Are emergency lighting systems checked on a regular routine basis?				
Is there an emergency auxiliary generator for specific use of the school facility?				
Is the emergency auxiliary generator serviced and tested on a regular routine basis?				
OTHER HAZARDS-SUGGESTIONS				
Building maintenance and housekeeping in order?				
All shop housekeeping in good order? Adequate waste cans, safety curtains, cut-off switches and ventilation provided?				
All exits, corridors, stairways, doors and outside fire escape free of obstructions?				
Smoking regulations enforced?				
Fire drills conducted on a regular monthly basis?				