



School inspection check list

(Please note this is only a general list, some requirements might not apply to certain locations while other applicable laws and codes not listed here may be used depending on what the findings are during site inspection.)

*** Fire binder, if your school do not have one in place yet, please start a binder. For schools with current fire binders please update all reports and lists prior to inspection date. Please file the most current report in front of that corresponding tab.** This fire binder is the first item we will ask to see prior to walking the school site. Please have a copy of the fire treatment log for us, we will use this copy as reference to check off during fire walk if we see any fabrics in any of the classrooms.

Record Keeping:

A record of periodic inspections, tests, servicing and other operations and maintenance shall be maintained on the premises or other approved location for not less than 3 years, or a different period of time where specified in this code or referenced standards. Records shall be made available for inspection by the fire code official, and a copy of the records shall be provided to the fire code official on request.

The fire code official is authorized to prescribe the form and format of such recordkeeping. The fire code official is authorized to require that certain required records be filed with the fire code official. CFC 109.3

Fire binder tabs:

1. Emergency Evacuation Drills CFC 405 / Fire drill log CFC 405, CFC 403.4, CFC 403.4.1 (frequency), CCR Title 19, Div. 1, Subsection 3.13(a)(1)
2. Sprinkler report (5 year and annual) CFC 901.6, CCR Title 19 Div. 1 Chapter 5
3. Fire alarm report (annual) CFC 901.6, NFPA 72
4. Fire extinguisher report/maintenance CFC 906.2
5. Hood & Duct report CFC 606.3, 606.3.3 (cleaning), 606.3.3.1 (inspection frequency), CFC 606.3.3.3 (records of inspection), 606.3.3.3.1 (tags)
* Hood & duct report, system to be serviced every 6 months or as required per table CFC 606.3.3.1
6. Rolling doors & drop test maintenance and reports NFPA 80, CFC 705.2.6
7. Fire treatment log NFPA 703, CFC Chapter 8, CCR Title 19 Division 1 sub section 3.08
*class room number, type of fabric, type of fire treatment used (fire treatment spray bottle must have CA OSFM seal) & date of fire treatment
8. Monthly emergency light/exit light log CFC 1032.10, CFC 1032.10.1
*Monthly log to check all emergency lights and exit light with battery back-ups.
9. Emergency plan CFC 403.4

General inspection items:

- * Reduce teaching materials, papers, arts, combustibles on walls to 50% of each wall CFC 807.5.2.3
- * Remove all papers, flammable materials, decorations or other objects shall not be placed so as to obstruct exits, access thereto, egress therefrom or visibility thereof all exit doors. Hangings and draperies shall not be placed over exit doors or otherwise be located to conceal or obstruct an exit. Mirrors shall not be placed on exit doors. Mirrors shall not be placed in or adjacent to any exit in such a manner as to confuse the direction of egress. CFC 1032.6

* Reliability of exit accesses, exits and exit discharges shall be continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergency where the building area served by the means of egress is occupied. An exit or exit passageway shall not be used for any purpose that interferes with a means of egress. CFC 1032.2

* Fire extinguisher clearance, visibility and accessibility at all times. CFC 906.6, CCR Title 19 Div. 1 Chapter 8.

* Signage for extinguisher if extinguisher is not easily visible CFC 906.6

* Clear decorations around fire alarm visual notification devices and clear access to fire alarm pull station. All fire alarm notifications and pull stations to be visible and accessible at all times CFC 907.4.2.6; CCR Title 19 SS 3.08, NFPA 72 A.18.5.5.5 (specific strobe clearance)

California Code of Regulations Title 19 § 3.08

In every Group A, E, I, R-1, R-2, R-2.1, R-3.1 and R-4 Occupancies all drapes, hangings, curtains, drops, and all other decorative material, including Christmas trees, that would tend to increase the fire and panic hazard shall be made from a nonflammable material, or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshal, as set forth in California Code of Regulations, Title 19, [Division 1, Chapter 8](#). Exits, exit lights, fire alarm sending stations, wet standpipe hose cabinets, and fire extinguisher locations shall not be concealed, in whole or in part, by any decorative material.

Exceptions:

(a) Cubical curtains and individual patient room window curtains and drapes in Group I, R-2.1, R-3.1 and R-4 Occupancies.

(b) Window curtains and drapes within dwelling units of Group R-1 and R-2 Occupancies.

(c) Christmas trees within dwelling units of Group R-1 and R-2 Occupancies.

CCR Title 19 Div. 1 sub section 3.08.

* No stored combustibles in equipment rooms, electrical rooms, boiler rooms CFC 315.3.3

* Maintain fire barrier / protection / penetrations on ceilings and walls. Fire caulk or put escutcheon plate on ceiling or walls to maintain fire rating and to reduce smoke travel (smoke barrier). CFC 701.3, CFC 701.5, CFC 703.1

* Penetrating items shall be filled or fire caulked, fire caulking around piping through walls or ceilings, HVAC vent & pipe penetrations. Space around penetrating item shall be filled with approved material to limit passage of smoke. CFC 1105.5.5, CFC 703.2

* Smoke barriers, membrane penetrations

- Maintaining Protection - Materials and firestop systems used to protect membrane and through penetrations in fire-resistance-rated construction and construction installed to resist the passage of smoke shall be maintained. The materials and firestop systems shall be securely attached to or bonded to the construction being penetrated with no openings visible through or into the cavity of the construction. Where the system design number is known, the system shall be inspected to the listing criteria and manufacturer's installation instructions. CFC 703.1

- Repair of Penetrations - Where damaged, materials used to protect membrane- and through-penetrations shall be replaced or restored with materials or systems that meet or exceed the code requirements applicable at the time when the assembly was constructed, remodeled or altered. CFC 703.2

* Signage and identification signs for all rooms containing controls for air-conditioning systems or fire protection systems (Fire alarm panel room, Sprinkler Riser rooms) CFC 509.1

- * Signage and identification for Fire protection equipment, utilities, utility rooms, utility identification: ex.: Main Shut off (Electric), Main Shut Off (Gas), Fire Alarm Control Panel, Fire Sprinkler Riser, Inspector Test Valve, Electrical room, etc. CFC 509
- * Clearance access to utility/equipment CFC 509.2
- * “Electrical room” signage and labeling disconnecting means for each service, feeder branch circuit on switchboard or panel board shall be legibly and durably marked to indicate its purpose CFC 603.4.1
- * Working space around electrical equipment clearance and clear access. Minimum requirements 30 inches wide, 36 inches deep, 78 inches high. Where the service equipment is wider than 30 inches, the minimum working space shall be not less than the width of the equipment. Storage of materials shall not be located within the designated working space. CFC 603.4
- * Cleaning and maintenance of hood filters. Maintenance log. CFC 606, CFC 607, CFC 606.3.3,
- * Class K (kitchen) extinguisher max travel distance to hazard 30 feet CCR T19 573(a)
- * Closet doors that latch in closed position shall be openable from inside CFC 1010.1.9.6.1
- * Electrical fixtures and wiring on artificial vegetation shall be prohibited CFC 807.4.2
- * Abatement of unsafe conditions and electrical hazards CFC 603.2
- * Open junction boxes / open wiring splices, missing electrical covers CFC 603.2.2
- * Storage and housekeeping maintenance. Storage of combustible rubbish shall not produce conditions that will create a nuisance or a hazard to the public health, safety & welfare CFC 304.2
- * Storage of materials in buildings shall be orderly and stacks shall be stable. Storage of combustible materials shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur CFC 315.3
- * Combustible materials shall not be stored in boiler rooms, mechanical rooms, electrical equipment rooms or in fire command centers as specified in Section 508.1.5. CFC 315.3.3
- * Combustible decorative materials in E: curtains, draperies, fabric hangings and other similar combustible decorative materials suspended from walls or ceilings shall comply with Section 807.3 and shall not exceed 10 percent of the specific wall or ceiling area to which such materials are attached. CFC 807.2, CCR Title 19 Div. 1 sub section 3.08 & 12.73.1
- * Extension cords – cannot be used for permanent wiring, shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Shall be listed and labeled in accordance with UL 817. Extension cords marked for indoor use shall not be used outdoors. CFC 603.6
- * Portable electric space heaters:
 - Shall be listed and labeled CFC 603.9.1
 - Shall be plugged directly into an approved receptacle CFC 603.9.2
 - Shall not be plugged into extension cords CFC 603.9.3
 - Prohibited areas: shall not be operated within 3 feet of any combustible materials. Shall be operated only in locations for which they are listed CFC 603.9.4

- * Illumination shall be provided for service equipment areas, motor control centers and electrical panelboards CFC 603.3
- * Water heater seismic brace or strap to resist displacement due to earthquake motion. Strapping should be at a point within the upper 1/3 and the lower 1/3 of the water heaters vertical dimensions. Lower point minimum distance of 4 inches should be maintained above the controls strap. CPC 507.2.
- * smoke alarm maintenance, log of up-keep. HSC 13113.7, CFC 907.10, CFC 1103.9
- * Carbon monoxide maintenance and requirements NFPA 72 section 29.7, CFC 915, NFPA 720
- * Fire alarm documentation cabinet NFPA 72 section 7.7.2 – 7.7.2.8
- * Ceiling clearance from ignition sources and storage height maintenance 18-inch clearance for sprinklered buildings, 24-inch non- sprinklered buildings CFC 315.3.1
- * Landing at doors. CFC [BE] 1010.1.5
- * Sprinkler riser testing and maintenance tag with signature (5 year and annuals) CCR T19 596.3, 596.5, CCR T19 906.1 & 906, CFC 509.1
- * Hydrant clear space 3 feet around and protection CFC 507.5.4, 507.5.5, 507.5.6
- * Locking arrangements in educational occupancies shall meet conditions specified in CFC 1010.2.8 and CFC 1010.2.2
- * **Fire doors:**
 - Swinging fire doors shall close from the full-open position and latch automatically. CFC 705.2.4
 - Hold-open devices and automatic door closers, where provided, shall be maintained. During the period that such device is out of service for repairs, the door it operates shall remain in the closed position. CFC 705.2.3
 - CFC 705.2.2 Signs: Where required by the fire code official, a sign shall be permanently displayed on or near each fire door in letters not less than 1 inch (25 mm) high to read as follows:
For doors designed to be kept normally open: "FIRE DOOR—DO NOT BLOCK."
For doors designed to be kept normally closed: "FIRE DOOR—KEEP CLOSED."
 - Opening protectives in fire-resistance-rated assemblies shall be inspected and maintained in accordance with NFPA 80. Opening protectives in smoke barriers shall be inspected and maintained in accordance with NFPA 80 and NFPA 105. Openings in smoke partitions shall be inspected and maintained in accordance with NFPA 105. Fire doors and smoke and draft control doors shall not be blocked, obstructed, or otherwise made inoperable. Fusible links shall be replaced promptly whenever fused or damaged. Opening protectives and smoke and draft control doors shall not be modified. CFC 705.2
 - Where damaged, materials used to protect joints and voids shall be replaced or restored with materials or systems that meet or exceed the code requirements applicable at the time when the assembly was constructed, remodeled or altered. CFC 704.2
- * **Rolling fire doors:** Horizontal and vertical sliding and rolling fire doors shall be inspected and tested annually to confirm proper operation and full closure. Records of inspection and testing shall be maintained. CFC 705.2.6