

Self Prep for School Inspections

This document will be updated often. Please refer to this page for updates and links in the future

Tools for self-prep:

- Working flashlight
- Clipboard w/ notepaper
- Map of school facilities
- Keys for limited access areas
- Digital camera for Q&A e-mails
- Other (please send e-mail of additional tools you found useful that we missed)

Prior to entering the premises:

- Is the address clearly visible from the street
 - Are building names/designators also
- Access gates have Knox locks
- Knox Box keys are correct for school entry
- All exit doors clear of obstructions, no chains securing doors from the outside
- Fire lanes clearly marked
- Fire Department connections and hydrants clear and readily available

Offices/Staff lounge areas

- Evacuation plan posted
- Fire alarm panel operational & functioning properly
 - Are reset codes in door w/ instructions for fire crews
 - Are rooms/buildings listed to facilitate accurate investigation of alarms
 - Contact number listed for staff to call prior to test of system
 - Are remote locations such as portable tied into system
 - If not, post location of temporary panel
- Sprinkler head cabinet (sometimes located adjacent to water control valve)
 - Cabinet location stated with codes if not here

When problems are found please mark your map and list locations.

Keep these key points in mind at all times....

- ___ Exit signs
 - ___ Lights work, with battery backup
 - ___ Mark map of school for areas that need repair
- ___ Exit doors
 - ___ No chains inside or out, panic hardware
 - ___ Interior access to doors unobstructed for minimum 3 feet
 - ___ Mark map for doors that need to be addressed
- ___ Portable fire extinguishers (3'-5' high, annual service tag, clear access)
 - ___ Mark map location of PFE's w/ expired tags, under pressured, etc.
- ___ Fire sprinkler system
 - ___ All storage to stay minimum 3 feet under all heads
 - ___ 5 year inspection tag clear & visible
 - ___ Mark map location of improper storage to be addressed

- ___ Leaking roofs – provide repair schedule
 - ___ Mark map of problem areas

- ___ Mark map and list any areas of concern for safety to ask the inspector
 - ___ Snap a digital photo if possible and e-mail to scheduled inspector

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Let's print this page several times and specify any rooms that need some work prior to an inspection....

Room: _____

___ Evacuation plan

___ Fire/safety drills

___ K – 6th grade – monthly

___ 7th -8th grade – monthly

___ 9th – 12th grade – semiannually

___ properly logged

Electrical:

___ Electric panel visible and accessible

___ Extension cords: Remove any being used in place of permanent wiring

___ Appliances: Microwaves, fridges, TV's, DVD players, copiers, etc.
can't all be on the same plug

___ Wall decoration: Max. 25% of wall to be covered with combustible materials

___ 4 feet from corners & doors, not on doors

___ Structural hazards or construction related hazards

Food service/cafeteria areas

___ 6 month service of hood protection system

___ Storage clear from all heat sources & electrical panels

___ Food storage meets health codes

___ Exit doors clearly marked

Areas that we will add to this in the near future should include science/lab areas, shops, boiler rooms, portable classrooms, and any other special rooms or facilities.

Until such time please use the generic forms above to attempt pro-active work for any inspections coming up.