

SAFETY OFFICE  
Fire Safety Pre-Inspection Form

<b>FACILITY:</b>	<b>YES</b>	<b>NO</b>
<b>DATE:</b>		
"No Smoking" signs posted		
Fire lanes are painted, signs posted and no parked cars.		
No high grass around school & fire hydrant.		
Interior wall postings are less than 30% of the wall surface.		
Flammable liquids safely stored in approved containers away from combustibles.		
Trash/Rubbish removal done on a regular basis.		
All electrical plugs, switches and cords legal and in good repair.		
Cords not running across doorways, under carpets or mats where they may be stepped on.		
No extensive use of cords from outlets (octopus).		
Heat-producing appliances well ventilated.		
Areas kept as clean and neat as possible.		
Materials stacked so as not to tip or fall. No more than 18 – 24 inches from the ceiling.		
Corridors and exits unobstructed (no storage of files, furniture, etc.).		
Adequate lighting in corridors, exits, and stairwells.		
Exit signs illuminate as required (all lights working).		
Evacuation routes adequately posted.		
Fire doors not chained, wedged or blocked open, especially stairwells.		
Stairwells free of obstacles, storage, debris, etc.		
Fire detection and alarm systems tested daily.		
Fire extinguishers have current inspections mounted no more than 5 feet off the floor.		
Fire sprinkler heads clean and unobstructed – where applicable.		
Adequate clearance (3 feet) for all fire extinguishers and main electrical panels.		
All staff instructed on evacuation plan.		
<b><i>I reviewed the Emergency Plan</i></b>		
<b><i>I reviewed the AHERA Management Plan</i></b>		
<b><i>I reviewed the White Fire Department Notebook</i></b>		

Inspected by \_\_\_\_\_

This list has been condensed from the National Fire Protection Association Life Safety Code and County Fire Prevention Code for educational institutions. These are not all of the codes/laws but include the most common deficiencies found during school inspections and are generally, items which can be corrected before an inspection.

***List additional notes on the back of this form.***