



**Columbus Fire Department
Fire Prevention Bureau**

SCHOOL SELF-INSPECTION CHECKLIST

1. FIRE CONTROL ROOM		Yes	No	N/A
1.	Knox box, provided for Fire Department use			
2.	Fire alarm panel clear of all troubles and supervisory signals			
3.	A list of 24 hour emergency phone numbers			

2. FIRE DEPARTMENT STANDPIPE AND AUTOMATIC SPRINKLER CONNECTIONS		Yes	No	N/A
1.	Fire Department connections operational			
2.	Fire Department connections properly marked			
3.	Fire Department connections have caps in place			
4.	Access unobstructed (not blocked by vehicles, storage, bushes, etc.)			

3. AUTOMATIC SPRINKLER SYSTEM		Yes	No	N/A
1.	Tested as required within past year by approved company			
2.	Current inspection reports available			

4. FIRE PUMP		Yes	No	N/A
1.	Fire pump at the facility			
2.	Current Inspection reports available			

5. FIRE ALARM PULL BOXES AND COMPLETE FIRE ALARM SYSTEM		Yes	No	N/A
1.	Access to pull boxes unobstructed (storage, cabinets, boxes, etc.)			
2.	Pull boxes used for fire drill			
3.	Fire alarm and detectors tested within past year by approved company			
4.	Current inspection reports available			

6. EVACUATION PLANS		Yes	No	N/A
1.	Posted in all areas where employees assemble (class rooms, office area, break area, kitchen, laundry, engineering, etc.)			
2.	Evacuation map posted			
3.	Evacuation plans reviewed and approved			

7. FIRE EXTINGUISHERS		Yes	No	N/A
1.	Serviced as required with a tag dated within one year			
2.	Extinguishers properly mounted			

8. FIRE HYDRANT		Yes	No	N/A
1.	Access unobstructed (not blocked by vehicles, storage, bushes, etc.)			
2.	Private hydrant testing been completed			



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9. COORIDORS AND EXITS		Yes	No	N/A
1.	Corridors and exits free obstruction/storage (chairs, cabinets, boxes, carts, etc.)			
2.	Exit doors workable (no chains, bars, illegal locks, etc.)			
3.	Exit signs illuminated (regular and emergency power)			

10. EXIT STAIRWAYS		Yes	No	N/A
1.	Check doors at each floor level <ul style="list-style-type: none"> a. Doors close automatically b. Doors unlock on alarm c. Doors kept closed and latched (no wedges/kick stops) 			
2.	Free of obstruction/storage (boxes, ladders, cabinets etc.)			
3.	Properly illuminated (regular and emergency power)			

11. FIRE DOORS		Yes	No	N/A
1.	Workable, not wedged, closes completely			
2.	Free of obstruction (chairs, boxes, carts, etc.)			

12. SMOKE BARRIER DOORS		Yes	No	N/A
1.	Workable, not wedged and closes completely			
2.	Free of obstruction (chairs, boxes, carts, etc.)			

13. FIRE DRILLS		Yes	No	N/A
1.	Fire drills being conducted as required			
2.	Fire drill dates recorded			
3.	All employees and students participate in drill			

14. ELEVATORS		Yes	No	N/A
1.	Sign posted on each floor (except first floor) at elevator recall button "In Case of Fire Do Not Use Elevator, Use Stairwell"			
2.	Key provided in key box for Fire Department use			

15. ELECTRICAL		Yes	No	N/A
1.	Frayed cords or unauthorized extension cords in use			
2.	Wall plates on all outlets			
3.	Electrical panels unobstructed; 30" wide, 36" depth and 78" in height			



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16. HEATING /AIR HANDLING/ MECHANICAL/ELECTRICAL ROOMS		Yes	No	N/A
1.	Free of combustible debris and storage			
17. HOUSEKEEPING		Yes	No	N/A
1.	Accumulation of combustible debris removed			
2.	Oily rags, paint rags in covered metal containers			
3.	Not more than 20% Artwork and teaching materials on walls in corridors			
4.	Not more than 50% Artwork and teaching materials on walls in classroom			
5.	Not more than 5% Artwork and teaching materials on fire rated doors			
18. STORAGE AREAS		Yes	No	N/A
1.	Clear of combustible debris			
2.	Maintain proper distance from ceiling and sprinklers			
19. KITCHEN		Yes	No	N/A
1.	Hoods, vents, fans, and ducts free of grease and lint accumulation			
2.	Current (within 6 months) inspection reports available			
20. FLAMMABLE LIQUID STORAGE ROOM/CABINET		Yes	No	N/A
1.	Storage room or cabinet for flammable liquids			
21. LABORATORIES		Yes	No	N/A
1.	Laboratory at your facility			
2.	MSDS PROVIDED			
22. LAUNDRY		Yes	No	N/A
1.	Free of lint accumulation at dryers			
23. FIRE WALLS		Yes	No	N/A
1.	All penetrations sealed			
24. CEILING TILE		Yes	No	N/A
1.	Tile in place throughout			
25. DRAPES AND CUBICLE CURTAINS		Yes	No	N/A
1.	Approved type with fire retardant certification			
2.	Blocking auto sprinkler heads (18")			