**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
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.