

School Fire Inspection Reminder List

1. Fire Drills: Two in the first two weeks of school and then eight more. Fax a record of these drills to the Fire Inspector in January and June.
2. Tornado drills need to be conducted once a month from April to July. (At the beginning of school won't hurt.) Keep a written record of these drills.
3. Train all employees of their duties in case of an emergency and in the use of fire extinguishers. Keep a written record of this training. (A sign in list.)
4. Test all emergency lighting 30 seconds monthly and 1 hour annually. Keep a written record of this testing and any repairs.
5. All fire extinguishers must be tested annually.
6. Make sure all exit doors open easily and latch closed under their own power.
7. Only cover walls up to 20% with decorations, art, student work, or teaching materials.
8. Keep all storage neat, orderly and at least two feet from the ceiling.
9. Do not hang anything from electric lights.
10. Keep storage out of mechanical rooms.
11. Keep 30" clear access to all electrical panels.
12. Do not use extension cords for permanent wiring.
13. Outlet strips can be used but must be fused and not daisy chained together.
14. No wedges or blocking open doors with self-closers.
15. Flammable liquids stored only in approved cabinets.
16. Any electric heaters used must have a tip over cut out switch in it.
17. All wastebaskets must be made of non-combustible material.
18. No tables, chairs, or furniture in hallways. All halls must be kept clear.
19. Keep all Fire Lanes clear.
20. Do not block fire extinguishers or fire pull-stations.