



North East Independent School
District
Safety Department
School Fire Safety Checklist

1. Is the building address posted and visible from the street?
2. If the school is equipped with an automatic fire sprinkler system, has it been inspected within the past year?*
3. Does the sprinkler system have a current green inspection tag?
4. If the school has an automatic fire sprinkler system, is all storage kept a minimum of 18 inches from the ceiling?
5. If the school does not have an automatic fire sprinkler system, is all storage kept a minimum of 24 inches from the ceiling?
6. Are the Fire Department Connections unobstructed and accessible?
7. Are all fire lanes clear? Is the red fire lane paint in good shape and not faded?
8. Are gas and electrical shutoffs unobstructed and accessible?
9. Are areas under portable buildings clear of combustible material?
10. Does the fire alarm have a current green inspection tag?
11. Does the fire alarm panel indicate "all systems normal"?*
12. Are all fire alarm audio devices audible and unobstructed?
13. Are all visual devices visible and unobstructed?
14. Are all smoke detectors and pull stations unobstructed?
15. Are there smoke detectors located in areas where children nap?

16. Do children nap with their shoes on?
17. Are current emergency evacuation routes posted in every classroom, in public areas such as the library, cafeteria, auditorium and at each elevator lobby?
18. Do the evacuation routes indicate current location and are they oriented to indicate the proper direction of travel?
19. Do all exit and emergency lights operate under normal and emergency power?
20. Are all exit signs green or red with no indication of fading?
21. Do all exit doors operate easily from the inside?
22. Are all exit doors free of obstructions?
23. Are areas beneath stairs free of storage and combustible material?
24. Is a minimum width of six feet maintained in all corridors?
25. Have all fire extinguishers been inspected within the past year?
26. Does each extinguisher have a current inspection tag?
27. Does each fire extinguisher gage indicate a full charge?
28. Are all fire extinguishers the 2A10B-type with the exception of a 40BC or K-type extinguisher located in the kitchen?
29. Is hanging artwork suspended with nylon fishing line or similar material?
30. Is there less than 20% of artwork on any one wall?
31. If the school is equipped with a boiler, is the certification current and posted?
32. Is there a minimum of 36 inches of clearance in front of all electrical panels?
33. Are all electrical and mechanical rooms free of combustible storage?
34. Is there a minimum of 36 inches of clearance around a kiln?
35. Are all flammable and combustible liquids stored in approved metal cabinets?

36. Are Material Safety Data Sheets posted in all laboratories?
37. Are the kitchen exhaust hoods, ducts and filters free of grease?
38. Has the kitchen exhaust hood extinguishing system been inspected within the last six months?
39. Does the kitchen exhaust hood extinguishing system have a current green inspection tag?
40. Are extension cords limited to use on a temporary basis only?
41. Are extension cords and power strips used individually and not "daisy chained" together?
42. Are all microwaves, lamps and appliances limited to use in a laboratory setting, teacher lounge and administrative areas only?
43. Are sofas, lounge chairs and other stuffed furniture limited to use in a teacher lounge or administrative areas only?
44. Are candles being used in your school? If so, be aware that all candles and other open flame appliances are strictly prohibited in schools.
45. During construction, are all existing exits maintained? If not, has an acceptable alternative route been approved by Risk Management and the San Antonio Fire Department?*

This checklist is designed as a guide for a general school fire safety inspection. The inspection is similar to that conducted by a San Antonio Fire Department Fire Marshal. This checklist does not contain all aspects of fire safety and is not to be used as a substitute for fire safety education and training conducted by your Risk Management or Safety Department. The inspection and checklist should be completed each quarter or as instructed by your Safety or Risk Management Department.

* This is a major life safety system. If a problem is discovered, the appropriate department must be notified at once to ensure immediate and proper repair. Contact the Fire Marshal's office at 207-8410 concerning these or any fire safety issue.