Scotch Plains-Fanwood Public Schools - Fire Safety Inspection Report

Name of School _____ Date _____

Class: Elementary _____ Middle School _____ Senior High _____

Capacity of School _____ Number now enrolled _____

1. Are all exit doors equipped with panic locks?□□□□□□ Are these locks tested each week to insure ease of operation?□□□□□□ Do these lock securely so that additional locks, bolts or chains are not necessary?□□□□□ Are such additional locks open whenever building is in use?□□□□□ Is the glass behind or below the panic hardware wire place or tempered glass?□□□□□

2. Are all outside fire escapes free from obstructions and in good working order?□□□□□□ Are they used for fire drills?□□□□□□ Are they constructed in accordance with "Guide" requirements?□□□□□

3. Is all heating equipment, including flues, pipes and steam lines:
   a) in good serviceable condition and well maintained?□□□□□
   b) properly insulated and separated from all combustible materials by a safe distance?□□□□

4. Is the boiler room separated from all interior rooms by self-closing fire doors?□□□□□ Are these doors kept closed at all times?□□□□□

5. Are ashes, paper and trash placed in metal containers?□□□□□

6. Is remote control provided whereby oil supply line may be shut off in emergency?□□□□□ Has an emergency cut-off switch conveniently located been provided?□□□□□

7. Where is outside shut-off valve and key on gas supply line?□□□□□□□□□□□□□□□□□□□□□□□□□□□□

8. Check any of the following locations where there are accumulations of waste paper, rubbish, old furniture, stage scenery, etc., and explain under remarks: attic, basement, furnace room, stage, dressing rooms in connection with stage, other locations□□□□□□□□□□□□□□□□□□□□□□□□

9. Is the space beneath stairs free from accumulations or storage of any materials?□□□□□□□□

10. What material or preparation is used for cleaning or polishing floors?□□□□□□□□□□□□□□□□□□□ Quantity on hand?□□□□□□□□□□□□□ Where stored?□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□

11. Are approved metal cans, with self-closing covers or lids, used for the storage of **ALL** oily waste, polishing cloths, etc.?□□

12. Are approved metal containers with vapor-tight covers used for all kerosene, gasoline, etc., on the premises?□□□□□□□□□□□□□□□□□□□□□□□ Why are such hazardous materials kept on the premises?□□□□□□□□□□□□□□□□□□□

13. Are premises free from electrical wiring or equipment which is defective?
(If answer is NO, explain under Remarks.)

14. Are all electrical fuses of the proper size: How many fuses are replaced monthly?

15. Are sufficient fire extinguishers of the proper type provided in accordance with "Guide" regulations?

16. Have fire extinguishers been recharged within a year?
Is date of recharge shown on tag attached to extinguishers?

17. Is a large woolen blanket readily available in the domestic science laboratory for use in case clothing is ignited?

REMARKS (Note any changes since last inspection):

The following items to be included in each quarterly inspection:

18. Which sections of buildings are equipped with automatic sprinklers?

19. Are there at least two means of egress from each floor of the building?

20 Are all classroom windows free from heavy screens or bars? In those areas where heavy screens are provided, are they unlocked and operable from the inside?

21. Do all exit doors open outward? Do they open easily?

22. Are all interior stairways enclosed with self-closing smoke doors? Are they glazed with wire glass? Are they kept closed at all times?

23. Are windows within 10 feet of fire escapes glazed with wire glass?

24. Are heating plant and fuel supply rooms cut off from the main corridors by fire resistant walls, ceiling and doors?

25. Do all ventilating ducts terminate outside of building?
Are fire dampers provided in the ducts at each floor level?

26. State type of construction of any temporary buildings in school

27. How often are fire drills held? Average time of exit?

28. Are provisions made for sounding alarm of fire from any floor of building?_____
Is sounding device accessible?_____ Plainly marked?_____

29. Is school part of the city fire alarm system?_____ Give location of nearest city fire alarm box_____
How far distant from premises?_____

Inspector_____ Title_____

Inspector_____ Title_____