

Semiannual Fire Safety Self-Inspection Non Sprinkler Equipped Custodian Checklist

Date _____

Signed _____

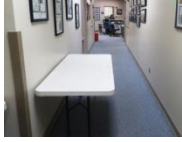
Date _____

Signed _____



1st 2nd

1.



Do not decrease a corridor's width. In an emergency, this saves lives. No desks, cabinets, chairs, tables, or storage can limit traffic to an exit. Getting everyone out of the school quickly is an imperative. All pathways need to stay clear.



2.



Fire protection equipment can't work properly if not maintained. Ensure all fire protection equipment is inspected, cleaned, and maintained regularly. Report damaged equipment immediately to a supervisor.



3.



Don't store materials within 36" of electrical panels. Blocked panels prevent firefighters from securing electrical service and can allow a fire to spread. Report storage concerns to a supervisor.



4.



Make sure fire protection equipment can be easily seen, reached, and used when needed. Don't place objects in front of equipment.



5.



To prevent major property loss, maintain 36" clearance around electrical and mechanical equipment. Don't store combustibles in electrical/mechanical rooms. Keep storage materials away from any room containing vital building functions, report storage concerns to a supervisor.



6.



All chemicals are potentially hazardous materials that need to be stored neatly and in a secure location, away from electrical or mechanical equipment rooms. Make sure MSDS are available at chemical locations. All cabinets/storage areas need to have a list of chemicals on the door.



7.



Do not modify any fire rated construction without district approval. Leaving holes in the ceiling or modifying a fire rated door can allow fire to spread quickly. Close any gaps from construction with fire rated caulk. Replace all ceiling tiles.



8.



Uncovered electric is a major fire hazard. Keep all junction boxes covered. Replace fixtures immediately and do not leave exposed wires.



9.



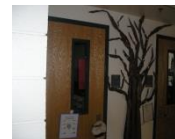
Gates shouldn't prevent people from leaving in an emergency. Do not install anything that prevents a fast exit. Keep crash bars in good shape and don't lock people in.



10.



To prevent major property loss, maintain clear corridors especially in buildings without sprinklers. The exit paths should have minimal combustibles. No more than 20% of each corridor wall can have combustibles of any kind.



11.



Access to the property is vital in an emergency. Keep lanes meant for this purpose clear, report unauthorized parking, storage, or other issues.



