



**SALINAS FIRE DEPARTMENT
GENERAL FIRE SAFETY FOR SCHOOLS**

SCHOOL NAME: _____ **REPRESENTATIVE** _____ **DATE** _____

This fire code violation check off form is being provided to you as a courtesy. It lists common fire code violations found at schools. It is recommended your Facilities/Administrative staff utilize this form for a fire safety self-inspection.

- FIRE APPARATUS ACCESS** – Pedestrian and vehicle gates shall be readily accessible, as approved by the fire department.
- FIRE PROTECTION SYSTEMS SERVICED AND MAINTAINED IN ACCORDANCE WITH THE FOLLOWING STANDARDS.** (Service records shall be available for fire department review):
 - Fire Alarm** - NFPA 72 **Fire Sprinkler** - NFPA 25 **Hood & Duct Suppression** – NFPA 17A
 - Fire Hydrants** - NFPA 25 (California edition)
 - Portable Fire Extinguishers** - Shall be mounted between 3½’ and 5’ from the handle to the floor, & near an exit or along an exitway. Shall be accessible within a radius of 75’. Shall be checked & signed monthly to ensure they are fully charged. CCR Title 19, Div. 1, Ch 3
- FIRE DRILLS** (Fire evacuation plan and fire drill records shall be available for fire department review)
 - Pre K - 6th grade (elementary): monthly, while in session
 - 7th - 8th grade (intermediate): monthly, while in session
 - 9th - 12th grade: twice during the school year, while in session. CCR Title- 19, Div. 1, Art. 3.13
- FIRE EXITS**
 - Required exit accesses, exits or exit discharges shall be continuously maintained free from obstructions or impediments.
 - Security devices affecting means of egress shall be subject to approval of the fire code official.
 - The means of egress shall be free from obstructions that would prevent its use.
 - Exit signs and emergency lights shall be maintained. Decorations, furnishings, equipment or adjacent signage that impairs the visibility of exit signs, that creates confusion or prevents identification of the exit shall not be allowed.
 - Furnishings, decorations or other objects shall not be placed so as to obstruct exits, access thereto, egress therefrom, or visibility thereof. Hangings and draperies shall not be placed over exit doors or otherwise be located to conceal or obstruct an exit.
- FLAME RETARDANCY OF DECORATIVE MATERIALS**
 - Materials shall not block exits, electrical equipment, fire equipment, or be hung from ceiling.
 - A maximum of 25% of wall surface of a classroom can be non-treated materials. (Student papers)
 - Combustible decorations shall be treated with approved flame-retardant.
- HOUSEKEEPING & CLASSROOM STORAGE**
 - Excessive storage is a fire hazard.
 - Anything on shelves or cabinets have 24” of clearance from the top of the item to the ceiling. If there are fire sprinklers in the room, the allowed clearance is 18”.
- ELECTRICAL SAFETY**
 - POWER TAPS** - Use only with overcurrent protection. Never plug into another; creating a chain. Shall be UL listed. For temporary use only. Do not affix to structure, extend through walls, ceiling or floors, under doors, or where subjected to weather or physical damage.
 - EXTENSION CORDS** – Temporary use (exception: small appliance). Each extension cord shall be plugged directly into an approved receptacle or an approved power tap. The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture. The extension cord is maintained in good condition. The extension cord must be grounded when servicing grounded appliances or fixtures.

****Contact the fire department for fire safety review of the following special events:**

- Haunted Houses
- Outdoor Carnivals and Fairs (includes events involving open flame cooking)

Upon completion of the self-inspection form, forward completed copy to this office. This form does not preclude the fire department from follow up fire inspections. It is important that all identified fire safety issues are corrected immediately. If you have any questions or concerns please contact us at (831)758-7261.

STAY FIRE-SAFE IN THE CLASSROOM. FIRE PREVENTION KEEPS TEACHING AND LEARNING ON TRACK!