

KCKPS FIRE INSPECTION CHECKLIST



FIRE SAFETY



Administrator's Guide

KSDE Safe and Secure Schools



Safety Is Everyone's Responsibility
Own It!

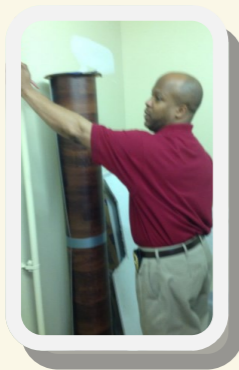


01 Inspection Checklist - Kansas State Fire Marshal's Office

Fire Inspections

Our goal is to reduce the number of deaths, injuries and the amount of property loss from fire.

A major responsibility of the Office of the State Fire Marshal is fire prevention. One method employed to reduce the number of fires is by conducting fire safety inspections.



Our office conducts inspections in accordance with the federal and state regulations, the NFPA 101 Life Safety Code, Uniform Building Code and Uniform Fire Code.

Our goal is to reduce the number of deaths, injuries and the amount of property loss from fire.

We want to work with you to ensure that if a fire were to occur, damage is limited as much as possible and firefighters can operate efficiently and safely. Practicing fire prevention and addressing fire hazards is a great investment.

We know that you, as a property owner or manager, care about the level of safety in your building and on the premises. When a Fire Inspector visits, we strongly encourage you to accompany the inspector.

Preparing for Your Inspection

Most violations identified by our Fire Safety Inspectors are easily repaired or abated before your inspection date. The following checklist identifies some frequently occurring violations for you to check before the inspector arrives.

EXITS

- Aisle ways are clear.
- Stairways & fire escapes are not used for storage and are easily navigated.
- Illuminated exit signs are well maintained and operating properly.
- Exit doors are kept clear and are in a serviceable condition.
- Emergency floodlighting is in serviceable condition.

FIRE ALARMS / SPRINKLERS

- Fire alarm or smoke detectors are operable and have had their annual testing within the last 12 months.
- Fire sprinkler system is functional and has had its annual testing within the last 12 months.

ELECTRICAL EQUIPMENT

- Extension cords & temporary wiring is not used as a source of permanent power.
- Extension cords serve only portable appliances.
- Electrical panels and junctions are closed.
- Electrical panels have a 36" clearance.
- Power strips are plugged directly into the wall outlet (not into an extension cord or another power strip).

EXTINGUISHERS

- An adequate number of extinguishers are provided.
- Extinguishers are the proper model for business or building type.
- Extinguishers are charged and in proper working condition.
- Extinguishers are properly installed & mounted, visible and accessible.
- Extinguishers have had an annual servicing.



MISCELLANEOUS

- No unsafe accumulation of rubbish/debris.
- Address is visible and is the proper size according to how far the building is from the road.
- Fire hydrants must be visible and kept clear from obstruction by at least 3 feet on all sides.
- There are no holes in ceilings and walls that would allow fire extension into other areas of the building.

REMEMBER: *This is NOT a comprehensive list. Violations may exist which are unique to your facilities.*

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1. CLEAR PATHWAYS OF EGRESS (Recommended All Building Staff)

NOTE: The **Authority Having Jurisdiction (AHJ)** will look closely at the paths of egress at your premises, and whether these are blocked or obstructed in any way.

Be sure...

An **unobstructed** path which is at least 36 inches wide, leads to every exit door. All hallways and stairs designed for pedestrian movement are **unobstructed**.

Exit doors can be opened easily. Classroom spaces **will not** have furniture obstructing egress. Your facility has fire doors that can close **without obstruction** and are not propped open with anything that could prevent them from closing.

No accumulation of rubbish or debris (inside or outside of buildings).

Did you Know? Every building or structure (new or old) designed for human occupancy is to have exits sufficient to permit the prompt escape of occupants in case of fire other emergency.

NOTE: Each facility is different and may require additional steps not listed in the checklist. For a complete guide, consult with your local Fire Marshal or AHJ.

2. EXIT / EMERGENCY LIGHTS (Recommended Head Custodian)

All exit signs have backup batteries and are operational.

Emergency light systems are working.

Emergency lights or exit signs are inspected monthly and annually.

Did you Know? Emergency lights or exit signs shall be inspected at least once a month, including a 30-second test of the lights. An annual test is also required, with the lights being operated on "battery-power for the duration of the time required by the local Fire Marshal or AHJ. Written records documenting these tests must be maintained and available for the AHJ

3. USING EXTENSION CORDS (Recommended All Building Staff)

Believe it or not, the fire marshal will pay extra close attention to your electrical outlets, cords, and surge protectors.

Be Sure...

Highly scrutinize extension cords being utilized in your buildings, offices, cubicles, and classrooms.

Highly recommended not to use extensions cords.

There are not two or more extension cords plugged into the same outlet at the same time.

No overloading outlets.

Surge protectors must be connected directly to an outlet, and not "daisy-chained" to each other.

Overloaded surge protectors and those used as a permanent wiring solution are dangerous and will be flagged by a fire inspector.

Extension cords and surge protectors cannot be attached to the structure, extend through walls or the ceiling, be run under doors, or be covered by rugs or other floor coverings.

All electrical boxes, switches, and outlets must have their covers in place.



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4. FIRE ALARM PANELS (Recommended All Building Staff)

The panel is responsible for controlling the system of fire alarms present at your facility. The fire marshal will inspect the fire alarm panel to ensure that the annually required maintenance and inspection by qualified personnel has taken place and is documented.

Be sure...

Your inspection tags or paperwork are up to date

No warning lights are illuminated or “silenced” on your panel.

Did you Know? Never leave a fire panel in TEST MODE without immediately following up with Operations Team (913-627-3850 report immediately). Never remove the battery from or disable any alarm or device. You are required to plan and execute fire drills according to AHJ. Fire drills require that **ALL** persons will participate in the evacuation (non-negotiable).

5. MAXIMUM OCCUPANCY LIMITS (Recommended All Building Staff)

Your building has a maximum occupancy limit which has been put in place for a reason. If a fire were to occur, this is the number of people who could safely evacuate the premises in a timely fashion.

Be sure...

Your facilities are not exceeding the maximum allowable occupants.

Extra care be given to event or activity spaces and occupancy numbers.

Stadiums, field houses, and multipurpose spaces should never be overlooked.

6. FIRE EXTINGUISHERS (Recommended All Building Staff)

Fire extinguishers are intended as a first line of defense to cope with fires of limited size. A small fire can often be extinguished quickly by a well-trained individual with a portable extinguisher.

Be sure...

Fire extinguishers are conspicuously located where they are readily accessible and immediately available in the event of a fire.

Fire extinguishers are located along paths of travel, including exits from areas.

Fire extinguishers have been inspected at intervals not exceeding 31 days.

Fire extinguishers have received maintenance within the past 12 months.

Fire extinguishers are installed on hangers intended for the extinguisher, in cabinets, or recessed wall cabinets.

Fire extinguishers will not be unobstructed from accessibility (nothing within 36” inches)

The fire extinguishers are the correct TYPE to combat the fire hazard present at your location.



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7. ELECTRICAL PANELS (Recommended Head Custodian)

Getting to the electrical panels in your building may be required for regular maintenance. They must be unobstructed and accessible at all times.

Be sure...

Any potential flammable items (like cardboard boxes) are not stored too close to the panel in order to avoid fire risk.

You leave 3 feet of clearance in front of the panel

Any unused breaker slots have a filler plate installed for safety.

8. PROPER STORAGE OF COMBUSTIBLE LIQUIDS (Recommended All Building Staff)

Combustible materials and liquids represent a special fire hazard and must be treated accordingly. These will provide fuel to any fire.

Be sure...

All explosive materials and/or potentially hazardous materials are stored in a fireproof cabinet.

9. FIRE SPRINKLERS (Operations Team)

NOTE: If your facility has a fire sprinkler system in place, this will be carefully inspected by the local fire marshal or AHJ.

Be sure...

Your facility has at least 18 inches of clearance around each sprinkler deflector.

No object(s) attached to sprinkler heads.

An annual inspection of your fire sprinklers has been carried out by qualified personnel and documented.

Did you Know? A common violation is storing boxes or other items too high, or having large furniture, shelving, hanging obstacles in close proximity to the sprinkler head.

10. FIRE SPRINKLER SYSTEM WATER SUPPLY (Operations Team)

For this system to function correctly, not only must the sprinkler deflectors have the proper clearance, the water must also flow properly when called upon to extinguish a fire.

Be sure...

Valves are all in good working order.

Hose connections are in good working order.

Fire department connections are in good working order.

There are no signs of leakage.

There is no physical damage, corrosion, or obstruction by foreign materials or paint.

NOTE: This is not a comprehensive list. Violations may exist which are unique to each building (Kansas State Fire Marshal's Office).



05 Quick Reference - TIPS

FIRE CLASSIFICATIONS

LOOK FOR THE FOLLOWING SYMBOLS TO TELL YOU WHAT TYPES OF FIRES AN EXTINGUISHER IS MEANT TO PUT OUT:

LETTER SYMBOL	PICTURE SYMBOL	DESCRIPTION
A		USE ON WOOD, PAPER, TEXTILES AND RUBBISH
B		USE ON FLAMMABLE LIQUIDS
C		USE ON ELECTRICAL EQUIPMENT
D		USE ON COMBUSTIBLE METALS
K		USE ON COMBUSTIBLE COOKING MEDIA

Remember the **P A S S** Word

P **Pull** Pull the pin (or other motion) to unlock the extinguisher. 

A **Aim** Aim at the base (bottom) of the fire and stand 6 - 10 feet away. 

S **Squeeze** Squeeze the lever to discharge the agent. 

S **Sweep** Sweep the spray from left to right until the flames are totally extinguished. 

HOT TIPS ABOUT FIRE SAFETY AT WORK AND AT HOME

SEVEN KEYS TO STAYING SAFE IN A FIRE

- PLAN** TWO ESCAPE ROUTES FROM EVERY ROOM 
- PRACTICE** HOLD FIRE DRILLS REGULARLY 
- GO** ALARM SOUNDS, YOU LEAVE NOW 
- USE STAIRS** NEVER ELEVATORS 
- LEAVE BUILDING** GATHER AT A SAFE DISTANCE OUTSIDE 
- CALL 911** WHEN YOU REACH SAFETY 
- STAY OUTSIDE** UNTIL THE OFFICIAL "ALL CLEAR" 

60% of deaths in home fires occur in homes with no working smoke alarms.

REMEMBER: FIRE KILLS !!!

KEEP KIDS AWAY FROM OPEN FLAMES LIKE CANDLES & STOVETOPS

IF TRAPPED, STUFF CLOTHES, TOWELS & NEWSPAPERS AROUND CRACKS IN DOORWAYS

MAKE SURE FIRE EXTINGUISHERS ARE CHARGED AND YOU KNOW HOW TO USE

TAKE SPECIAL CARE IN KITCHENS AND NEAR FIREPLACES

KEEP COMBUSTIBLES AWAY FROM SPACE HEATERS

PROVIDE ASSISTANCE FOR THE DISABLED

MAKE SURE ALARMS ARE WORKING

A combination of ionization and photoelectric alarms provides optimal protection.

"Seven people die each day in reported U.S. home fires" —The National Fire Protection Association

SOURCE: <http://www.nfpa.org/public-education/by-topic/smoke-alarms/ionization-vs-photoelectric>

For more information on this and other safety topics, please log on to the member-exclusive website at nsc.org

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OUTSIDE