

LIFE SAFETY & FIRE INSPECTION CHECKLIST

College Classroom & Lecture Buildings

Y = Meets Requirements; N= Does Not Meet Requirements

Y N

EXTERIOR:

- Fire Lanes marked/unobstructed (IFC 503.3, 503.4)
- Address visible (IFC 505.1)
- Fire hydrants/water supply accessible (IFC 508)
- Combustible accumulations/storage acceptable (IFC 304.2, IFC 315.3)
- F.D. key box present/maintained (IFC 506)
- F.D. connections visible/maintained (IFC 912)
- Gas meter/piping protected against impact (IFC 312, 603.9)
- Dumpsters are outside and 5 ft. or more from combustible walls, openings or combustible roof eave lines. (IFC 304.3.3)

EXIT FEATURES/MEANS OF EGRESS:

- Adequate number of exits (IFC 1004.4, 1015, 1019, 1027.23)
- Exits, aisles, & corridors free of obstructions (IFC 1028.3)
- Exit doors open from inside (IFC 1008.1.8)
- Exit signs present and operational (IFC 1011, 1027.3)
- Emergency lighting present, operational & tested (IFC 1006, 1027.5)
- Exit corridors rated (IFC 1017.1, 1027.17.1)
- Minimum corridor width – 6' (IFC 1017.2)
- No locks, chains, keys or special knowledge required to open exit doors (IFC 1008.1.8.3)
- Panic hardware on exit doors if capacity of room is 50 or more people (IFC 1008.1.8.3)

CONSTRUCTION FEATURES:

- Fire rated construction present/maintained (IFC 703.1)
- Incidental use areas separated/sprinklered (IFC 705.3)
- Rated/required fire doors operational (IFC 703.2)
- Vertical openings protected (IFC 704.2)

STORAGE:

- Storage neat and orderly (IFC 315.2)
- Storage of combustible materials kept to a minimum (IFC 304.2)
- Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms (IFC 315.2.3)
- Storage maintained [2' below ceiling un-sprinklered, 18" sprinklered] (IFC 315.2.1)
- Rubbish/waste subject to spontaneous ignition shall be disposed of daily and in listed container (IFC 304.3.1)
- Fuel powered equipment shall be stored outdoors or in fire rated room (IFC 313.1)

FLAMMABLE/COMBUSTIBLE LIQUIDS:

- Safety containers if used (IFC 2705.1.10, 3405.2.4)
- Adequate ventilation (IFC 3405.3.7.5.1)
- No basement storage unless sprinklered (IFC 3404.3.5.1)
- No sources of ignition (IFC 3404.2.4)
- Quantities >10 gals in cabinet (IFC 3404.3.4.4)
- Not stored/kept near exits (IFC 3404.3.3.3)

Y N

UTILITY/MECHANICAL/HVAC:

- Heating equipment serviced annually to ensure proper operation (IFC 603.5.2)
- Approved piping, connections & appliances used (IFC 603.1.2)
- Combustion air supply/venting present (IFC 603.1)
- Adequate clearance between combustibles and appliances (IFC 305.1, 603.5.3)
- Commercial hood ducts/filters are clean (IFC 904.11.6.3)
- Spray finishing to be conducted in separate booth or room with adequate ventilation (IFC 1504.2)

HAZARDOUS MATERIALS:

- Compressed gas cylinders secured (IFC 3003.5)
- Rooms/areas properly labeled (IFC 2703.5)
- Acceptable quantities (IFC 2703.1.1)
- Separation of incompatible materials (IFC 2703.9.8)
- Current MSDS' available for inspection (IFC 2701.5.2)

ELECTRICAL:

- No electrical hazards (IFC 605.1, 605.6)
- Appliances/fixtures in good condition (IFC 605.7)
- Power taps are correct design & properly used (IFC 605.4)
- Extension cords not substituted for fixed wiring (IFC 605.5)
- Access/clearance to electrical panels (IFC 605.3)
- Electrical Rooms labeled (IFC 605.3.1)

FIRE SAFETY PRECAUTIONS:

- Proper clearance between combustible materials and heaters (IFC 305.1)
- No open flames (lighters, matches, etc) in classrooms/lecture halls/offices unless permit is obtained (IFC 308.3)
- Keep combustible rubbish to minimum (IFC 304.1, 304.2)
- No hot work (welding, grinding) near combustible materials unless shielded (IFC 2604.1.1)
- Maintain fire watch 30 minutes after hot work (welding, grinding) is finished (IFC 2604.2.1)
- Fire safety and evacuation plans created and maintained (IFC 404)

FIRE PROTECTION SYSTEMS:

- Extinguishers, pull stations, sprinkler controls are readily accessible (IFC 901.6, 903.3.1, 906.5)
- All systems tested/inspected at least annually (IFC 901.6.1, 904.11.6, 907.20)
- Coverage is adequate and properly installed (IFC 903.3.1, 905.2, 907)
- Control panel/annunciator panel in normal condition [no trouble or alarm conditions] (IFC 901.6, 901.7)
- Hood system fuel shutoff present (IFC 904.11.2)

This checklist is intended as a guide to assist fire inspection personnel in identifying general fire and life safety hazards, other possible code requirements may apply. Please refer to other checklists for information on certain occupancies/topics.

LIFE SAFETY & FIRE INSPECTION RECOMMENDATIONS

College Classroom & Lecture Buildings

NOTE: The information contained below are recommendations to ensure life and fire safety in the event of an emergency and not actual International Fire Code (IFC) requirements.

- *Ensure employees know how to evacuate from work areas and perform any assigned duties in an emergency.*
- *Employees should know location of nearest means to activate fire alarm system and extinguisher.*
- *In the event of a fire, occupants should only fight the fire **IF**:*
 - o *Fire is not spreading rapidly*
 - o *Fire is not blocking means of escape*
 - o *Occupants are trained to use equipment needed to fight fire*

*If none of the above are possible, leave the area **IMMEDIATELY***

- *Post evacuation routes in each classroom/lecture hall/auditorium located near exit doors*
- *If chemicals or hazardous materials are required, order and store the minimum amount required for teaching, instruction or use.*
- *Survey chemicals or hazardous materials at least annually and properly discard any that are expired or show signs of decomposition.*
- *Regularly clean lint traps on dryers and filters on vents, fans, air conditioners or other mechanical equipment*
- *Clean up spills of flammable liquids or other hazardous materials quickly and safely*
- *Keep announcements, decorations or other paperwork to a minimum (maximum of 20 percent of wall area preferably) and fasten all corners to bulletin boards.*