PRE-INSPECTION CHECKLIST PROGRAM FOR SCHOOLS

The Woodland Fire Department is required to perform a fire life safety inspection of all Educational Occupancies in its jurisdiction. Woodland Joint Unified School District schools fall under the E occupancy, and are required to be inspected annually. As a courtesy, the fire department has prepared a pre-inspection checklist program for schools. The checklist includes items commonly addressed, and is not intended to substitute the currently adopted fire code and other applicable codes and standards. Where a required correction is identified and is not included in this checklist or the identified correction conflicts with current California Fire Code (CFC), all applicable codes, standards and directives will be adhered to.

Exterior	Yes	No	N/A
• Is the address posted near the main entrance in a conspicuous location & in contrasting color? CFC 505.1	❑	❑	❑
• Is a Knox Box accessible and are keys current? CFC 506.1	❑	❑	❑
• Is there a 3 foot clear access to all fire sprinkler systems and fire standpipe connections? CFC 912.4.2	❑	❑	❑
• Are the Fire Lanes clear from all obstructions? (20 feet and unobstructed) CFC 503.2.1	❑	❑	❑
• Are Fire Lanes marked "Fire Lane No Parking" and clearly visible? CFC 503.3	❑	❑	❑
• Is access provided for exterior gates & are locks in working condition? CFC 503.5.2	❑	❑	❑

Fire Protection Equipment	Yes	No	N/A
• Is the phone number to the alarm company posted on the panel?	❑	❑	❑
• Is the Fire Alarm System clearly identified with no trouble light showing? CFC 901.6	❑	❑	❑
• Are all fire sprinkler risers accessible, and if enclosed, are rooms clearly labeled? CFC 509.1	❑	❑	❑
• Are commercial kitchen hood extinguishing systems serviced and tagged within the past six months? (Including those in cafeterias and/or multi-purpose rooms) CFC 607.3.3.1	❑	❑	❑
• Have kitchen hoods been cleaned recently & are they free of grease accumulation? CFC 607.3.3	❑	❑	❑
• Have all Fire Extinguishers been serviced and tagged within the last 12 months? CFC 906.2	❑	❑	❑

Exits	Yes	No	N/A
• Are all exits maintained and accessible? CFC 1003.6	❑	❑	❑
• Are the exits clear with no obstructions? CFC 1003.6	❑	❑	❑
• Do doors swing easily? CFC 1010.1.3	❑	❑	❑
• Are all exit hardware working easily? CFC 1010.1.9.1	❑	❑	❑
• Are all exit maps posted and exit signs illuminated (where required)? CFC 403.5.1	❑	❑	❑
• Are all emergency lighting working? (Test prior to fire department arrival) CFC 1013.3	❑	❑	❑
• Are exits free of flammable material? CFC 1031.6	❑	❑	❑
• Windows are to be clear of flammable material if there is only one exit door. CFC 1030.4	❑	❑	❑
• All exit doors shall not have decorations on the door. CFC 1031.6	❑	❑	❑

Classrooms   <u>Yes</u>   <u>No</u>   <u>N/A</u>

- Are classroom occupant loads posted where required? (Any load over 50) CFC 1004.5   ❏ ❏ ❏
- Is the seating arrangement such that it would facilitate quick evacuation if needed? CFC 1003.6   ❏ ❏ ❏
- Are the top of portable fire extinguishers weighing less than 40lbs hung no more than 5' off the ground and accessible? (Weight over 40lbs hung no more than 3.5' off the top of the ground) CFC 906.9.1 & 906.9.2   ❏ ❏ ❏
- Is access to the portable fire extinguisher free of obstruction? CFC 906.6   ❏ ❏ ❏
- Is artwork or any teaching material on the wall excessive? Artwork & teaching materials shall be limited on walls of classrooms to not more than 50% of the specific wall area to which they are attached. **(Sprinklers do not increase this amount) (This does not include fabric)** CFC 807.5.2.3   ❏ ❏ ❏
  - ◊ **Curtains, draperies, <u>fabric</u> hangings & other similar combustible decorative materials suspended from walls or ceilings shall be flame resistant & shall not exceed 10% of the specific wall or ceiling area to which they are attached. (Sprinklers do not increase this amount) CFC 807.3**   ❏ ❏ ❏
  - ◊ **Curtains, draperies, <u>fabric</u> hangings & other similar combustible decorative materials suspended from walls or ceilings shall be flame resistant in accordance with the provisions set forth in CCR, Title 19, Division 1, Chapter 8 . CFC 807.3**   ❏ ❏ ❏
  - ◊ **Treatment of fabric must be performed by a California State Fire Marshal-approved applicator and maintained in accordance with CCR, Title 19. (a CSFM certificate of application must be provided) CCR, Title 19, Division 1, Chapter 8.**   ❏ ❏ ❏
  - ◊ **Artwork, teaching material and <u>fabric</u> not meeting CFC 807.5.2.3 or CFC 807.3 & 807.4 will be required to be reduced or removed.**   ❏ ❏ ❏
  - ◊ **Questions regarding the application of flammable and flame resistant material should be referred to the** WFD **at (530)661**-5858 ***BEFORE*** decorating.   ❏ ❏ ❏
- Is the ceiling free of hanging artwork, teaching or decorative material? The hanging or displaying of decorative materials from acoustical ceiling systems that are part of a fire-resistance-rated horizontal assembly, shall be prohibited. CFC 803.3   ❏ ❏ ❏
- Are exits clear and accessible with no furniture, equipment or supplies obstructing access? CFC 1031.6   ❏ ❏ ❏
- Are exits free of flammable material? CFC 1031.6   ❏ ❏ ❏
  - Windows are to be clear of flammable material if there is only one exit door. CFC 1030.4   ❏ ❏ ❏
  - Classroom exit doors shall not have decorations on the door. CFC 1031.6   ❏ ❏ ❏
- Are evacuation maps clearly posted near the door? CFC 403.5.1   ❏ ❏ ❏
- Are emergency bags clearly accessible and located near the door?   ❏ ❏ ❏
- Is storage ≥24" below the ceiling in buildings without fire sprinklers or ≥18" below the sprinkler head in buildings with fire sprinklers? CFC 315.3.1   ❏ ❏ ❏
- Are extension cords in use? **(extension cords are not allowed in place of permanent wiring)** CFC 604.5   ❏ ❏ ❏
- Are electrical cords protected in areas subject to environmental damage or physical impact? (An approved cord protector is required in these areas) CFC 604.5   ❏ ❏ ❏
- Are multi-plug adapters being used? **(Multi-plug adapters, such as cube adapters, unfused plug strips or any other device not complying with the California Electrical Code shall be prohibited)** CFC 604.4   ❏ ❏ ❏
- Are surge protectors plugged directly into the wall, not interconnected or used with extension cords? CFC 605.3   ❏ ❏ ❏
- Are electrical subpanels clear of decoration & obstruction? A working space of not less than 30" in width, 36" in depth, and 78" in height shall be provided in front of electrical service equipment. CFC 605.3   ❏ ❏ ❏
- Classrooms are to be free of flammable furniture including but not limited to couches, bean bags, lounge chairs, and pillows. Furniture with flammable exteriors & interior stuffing are not permitted. CCR, Title 19, Division 1, §3.08   ❏ ❏ ❏

Special Use Classrooms | **Yes** | **No** | **N/A**

- For shops (auto shop, wood shop, etc.) are flammable liquids stored in an approved flammable liquid cabinet with self-closing doors and no penetrations? CFC 5704.3.2 ❑ ❑ ❑
- For wood shop, if installed, is the dust collection system being properly maintained? CFC 2201 ❑ ❑ ❑
- For shop classrooms, are oil and/or paint rags stored in a metal container with a self-closing and tight-fitting lid? CCR Title 19 3.19 (c), 304.3 ❑ ❑ ❑
- In all classrooms with electrical equipment (machinery), gas systems (science labs), etc., are shut off valves and switches clearly marked and accessible? CFC 509.1.1 ❑ ❑ ❑
- In band and drama rooms, are any/all curtains/drapes flame-proof with a California State Fire Marshal tag? CCR Title 19 3.08, 807.3 ❑ ❑ ❑

Corridors/Hallways and Lobbies | **Yes** | **No** | **N/A**

- Have all obstructions or tripping hazards been cleared? CFC 1003.6 ❑ ❑ ❑
- Are all exits signs illuminated, and working, in areas serving more than 50 people? CFC 1013.3 ❑ ❑ ❑ / ❑ ❑ ❑
- Are all doors in areas serving 50 or more people equipped with panic hardware? CFC 1010.1.10 ❑ ❑ ❑
- Artwork and decorative materials on each wall space does not exceed 20% of the total surface area in buildings. CFC 807.5.2.2

Public Assembly Areas (Gymnasiums, Cafeteria's, Multi-Purpose Rooms) | **Yes** | **No** | **N/A**

- Are exit signs illuminated and working properly? CFC 1013.3 ❑ ❑ ❑
- Is emergency exit lighting working properly? CFC 1008.3.5 ❑ ❑ ❑
- Are occupant load signs posted in a conspicuous location near the main entrance? CFC 1004.3 ❑ ❑ ❑
- Is seating arranged to facilitate quick exit in an emergency? CFC 1003.6 ❑ ❑ ❑
- Are aisles clear of obstructions? CFC 1029.9.6.1 ❑ ❑ ❑
- Are drapes/curtains and any/all decorations fire-resistive with California state fire marshal ❑ ❑ ❑

Maintenance/Custodial Closets, Rooms or Shops | **Yes** | **No** | **N/A**

- Are oil and paint rags stored in a metal container with a self-closing and tight-fitting lid? CCR Title 19 304.3, 3.19(c) ❑ ❑ ❑ / ❑ ❑ ❑
- Is storage neat and orderly? CFC 315.3
- Are electrical subpanels clear of decoration & obstruction? (A working space of not less than 30" in width, 36" in depth, and 78" in height shall be provided in front of electrical service equipment) CFC 605.3 ❑ ❑ ❑

Boiler/Mechanical/Electrical Rooms   **Yes**   **No**   **N/A**

- Is all storage cleared from these rooms? CFC 315.3.3   ❑   ❑   ❑
- Are rooms clearly marked as to their purpose/use? (Fire alarm, electrical room) CFC 509.1   ❑   ❑   ❑
- Are all fire rated assemblies in working condition? (self-closing doors working, no   ❑   ❑   ❑
  penetrations in fire rated walls) CFC 703.1

General   **Yes**   **No**   **N/A**

- Is wiring safe and in good condition throughout the campus? CFC 605.1   ❑   ❑   ❑
- Are all cover plates intact on outlets, light switches and any junction boxes? CFC 605.6   ❑   ❑   ❑
- Is storage height being maintained a minimum of 24" below ceiling in buildings without fire
  sprinklers or 18" below ceiling in building with fire sprinklers throughout the campus?   ❑   ❑   ❑
  CFC 315.3.1
- Are surge protectors plugged directly into the wall not interconnected or used with   ❑   ❑   ❑
  extension cords? CFC 605.4.2
- Do you have Fire Drill Records and your Approved Evacuation Plan readily accessible for   ❑   ❑   ❑
  review? CFC 405.5
- Are all ceiling tiles in place and there are no openings into attic space or area above the   ❑   ❑   ❑
  ceiling? CFC 703.1.2

Inspections performed and cleared by the Woodland Fire Department are based on clearance at the time and date of inspection. WJUSD staff are responsible to keep their rooms in compliance with the current California Fire Code andall applicable codes and standards after receiving clearance by the fire department. I certify that I, or my delegate,have inspected the campus and to the best of our knowledge the information contained above is correct.

_____   _____   _____

Signature   **Printed Name and Title**   **Date**

NOTE: If any items in the checklist were answered No, they will need to be corrected prior to the fire department inspection.

To schedule an inspection or if you have questions about any item on this list, please contact the Woodland **Fire Department at (530) 661**-5858.

CLASSROOM DECOR:

NOT ACCEPTABLE

ACCEPTABLE

Paper that has a fire resistant rating from the California State Fire Marshals Office is the safest option. Look for the Fire Marshals seal

Some brands that pass the test:
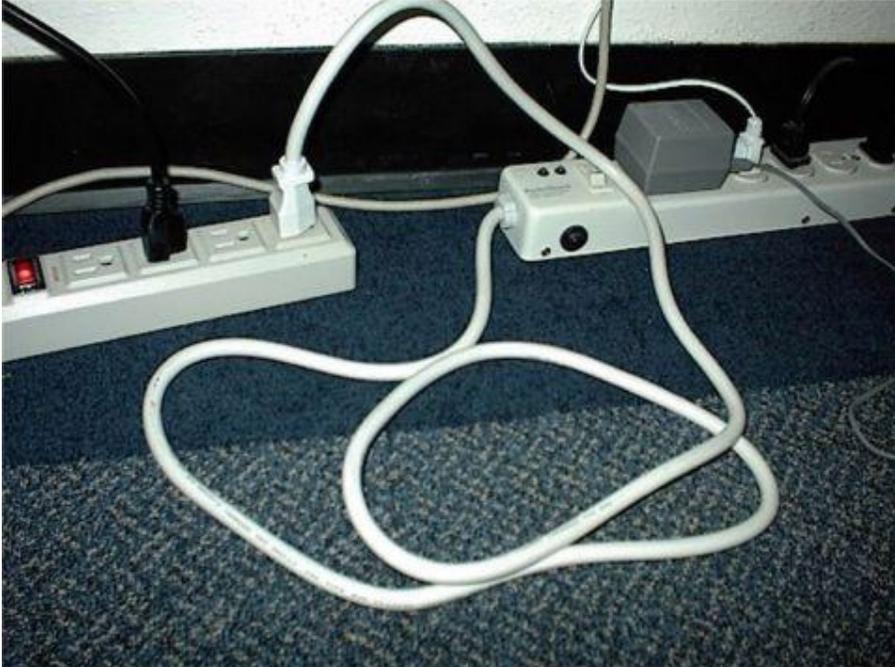1) Better than Paper
2) Flameless
3) Decorol

Flameless®
Flame Retardant Display Paper

Better than Paper
Bulletin Board Roll

Orange

• Write-on/wipe-off surface
• Cuts easily with scissors

WOODLAND
DUTY
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FIRE

EXITS:

ACCEPTABLE

POWER SRIPS:

NOT ACCEPTABLE

ACCEPTABLE

UL LISTED