



STATE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY  
John J. Barthelmes, Commissioner



**Division of Fire Safety**  
**OFFICE OF THE STATE FIRE MARSHAL**  
J. William Degnan, State Fire Marshal

Office: Incident Planning and Operations Center, 110 Smokey Bear Blvd., Concord, NH  
Mailing Address: 33 Hazen Drive, Concord, NH 03305  
603-271-3294, FAX 603-271-3206

## SCHOOL FIRE AND LIFE SAFETY INSPECTION CHECKLIST

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Town: \_\_\_\_\_ Phone: \_\_\_\_\_

Inspected By (Please Print): \_\_\_\_\_

Inspection Organization Name: \_\_\_\_\_

Inspector Phone: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Building Name: \_\_\_\_\_

1. This checklist is intended for use by local authorities in conducting required inspections of existing school facilities. Chapter and section references are from the NFPA-101, 2006 edition.
2. The fire and life safety inspection is part of the Department of Education school approval process. An inspection is required to show that a public school is in compliance with NH Administrative Rule Ed 306.07 and that a nonpublic school is in compliance with NH Administrative Rule Ed 403.01(c). The inspection of schools is also regulated by RSA 153:14, II (b)
3. A copy of this report shall be furnished to the school district superintendent and school board members.
4. This report shall be submitted to the NH Division of Fire Safety upon completion, but no later than December 15, of each calendar year.



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NFPA 101 REFERENCE	YES	NO	N/A	COMMENT
<b>15.1.4 Classification of Occupancy</b>				
Does facility meet the definition of an educational occupancy? If not, use other appropriate checklist.				
<b>15.1.2 Multiple Occupancies</b>				
Do assembly occupancies meet general requirements of Chapter 13 of the Life Safety Code (NFPA 101, 2006 ed.)?				
Are occupant loads for assembly spaces calculated and posted by the authority having jurisdiction?				
Do assembly space exit doors open in the direction of egress travel?				
Are safety briefings conducted prior to all public events in assembly occupancies?				
If the occupant load of an assembly area is 250 persons or more, are trained crowd control managers available at all public events?				
<b>15.2 Means of Egress</b>				
Do the means of egress meet the general requirements of Chapter 7?				
Are Pre-School, Kindergarten, and Grade 1 students restricted to the level of exit discharge?				
Are Grade 2 students restricted from occupying any floor level more than one level above exit discharge?				
Are all doors serving 100 or more persons equipped with approved panic hardware or fire exit hardware?				
Are there any exit doors which are locked or chained to prevent use?				
Do all exit stairs comply with Chapter 7?				



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<b>NFPA 101 REFERENCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENT</b>
Are all exit access corridors at least 6 feet wide?				
Are there any non-compliant Dead-end corridors?				
Are there any non-compliant Common Paths of Travel?				
Do all rooms larger than 1000 square feet have at least two exits doors that lead to separate exits?				
Do any doors that swing into exit access corridors interfere with travel?				
Are all doors which could be mistaken as exit doors clearly marked as not an exit?				
Are all aisles not less than 30 inches wide?				
Do travel distances exceed 150 feet in a non-sprinklered building or 200 feet in a sprinklered building?				
Are all means of egress properly marked and illuminated?				
Is emergency lighting properly installed and functional?				
Is there at least one acceptable rescue window in each classroom below fourth floor unless building has a sprinkler system or room has direct exit to outside?				



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NFPA 101 REFERENCE	YES	NO	N/A	COMMENT
Do lockup or time-out rooms meet the requirements of 23.4.5?				
<b>15.3 Protection</b>				
Are all vertical openings enclosed or protected unless they meet the criteria for exception?				
Are all storage, janitor, and mechanical rooms properly protected?				
Are hazardous and flammable materials stored properly and away from sources of ignition?				
Do commercial kitchen facilities comply with NFPA 96?				
Are all stages properly protected per Chapter 13?				
Has the fire alarm system been properly installed, approved, tested and maintained?				
Does the sprinkler system automatically activate the fire alarm system?				
Is there a vertical clearance of at least 18 inches between sprinkler heads and any objects below?				
Are the required manual fire alarm pull stations installed and unobstructed?				
Does the fire alarm system provide automatic notification to the local fire department?				
Does fire alarm system provide audible and visible signals and can the fire alarm system audible devices be heard in all occupied spaces?				
Is the fire alarm system used for any other purposes such as class change signals or announcements?				



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<b>NFPA 101 REFERENCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENT</b>
Are all student occupied areas below the exit level of discharge properly protected by an approved automatic sprinkler system?				
Is there proper separation between floors, corridors, and compartments to limit the movement of smoke and fire?				
Do all fire doors operate properly and are free from obstructions?				
Are all fire extinguishers properly charged, marked, and accessible				
<b>15.4 Special Provisions</b>				
Do open or flexible plan buildings meet special criteria?				
<b>15.5 Building Services</b>				
Does all HVAC equipment comply with Chapter 9.2?				
Is there any unvented fuel-fired heating equipment?				
<b>15.7 Operating Features</b>				
Is there an approved emergency plan available?				
Are fire/emergency drills being conducted and documented?				
Is documentation is available that routes of egress and exits are inspected prior to all public events?				
Do all furnishings and decorations comply with Chapter 10?				
Are any clothing and/or personal effects stored in corridors?				



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NFPA 101 REFERENCE	YES	NO	N/A	COMMENT
Does artwork and teaching materials on the walls exceed the requirements of 15.7.4.3?				
<b>Portable Classrooms</b>				
Do modular classrooms meet the requirements of Chapter Saf-C 3300, Rules for Modular Buildings, of the NH Code of Administrative Rules?				
<b>Other Items Inspected</b>				



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**Other Comments and Recommendations:**

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**FOLLOW-UP:**

1. Based upon the information collected on this form, corrective action (check one)  IS  IS NOT required. If corrective action is required, when do you anticipate it will be completed? \_\_\_\_\_
2. An approved plan of correction  will  will not be submitted to the local fire department.
3. A re-inspection of this facility (check one)  IS  IS NOT required. If a re-inspection is required, it will occur on or before? \_\_\_\_\_

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Date

I acknowledge receipt of this report.

\_\_\_\_\_  
Signature of School Contact

\_\_\_\_\_  
Date