



Division of Fire Safety
OFFICE OF THE STATE FIRE MARSHAL
Paul J. Parisi, State Fire Marshal

Office: 110 Smokey Bear Blvd, Concord, NH
Mailing Address: 33 Hazen Drive, Concord, NH 03305
603-223-4289, FAX 603-223-4294

SCHOOL FIRE AND LIFE SAFETY INSPECTION CHECKLIST

School Name: _____

School Address: _____

School Phone Number: _____

Inspected By (Please Print): _____

Inspection Organization Name: _____

Inspector Contact Number: _____

Date of Inspection: _____

Building Name: _____

1. This checklist is intended for use by local authorities in conducting required inspections of educational facilities. Specific chapter and section references are from **NFPA 101, 2015 edition, NFPA 1, 2009 edition** and other current applicable codes.

2. The educational facility fire and life safety inspection is part of the NH 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 annual inspection of schools is also required and regulated by RSA 153:14, II (b).

3. Each local fire chief shall furnish a copy of this report to each school district superintendent and all school board members upon completion.

4. Each local fire chief shall submit this report each year, after the completion of the inspection, to the NH Division of Fire Safety, Office of the State Fire Marshal no later than December 15th.

5. NFPA defines an Educational Occupancy as an occupancy used for educational purposes through the twelfth grade by six or more persons for 4 or more hours per day or more than 12 hours per week. (NFPA 101 Ch. 3.3.190.6*)

6. NFPA defines an Assembly Occupancy as an occupancy (1) used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or (2) used as a special amusement building, regardless of occupant load. (NFPA 101 Ch. 3.3.190.2*)



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NFPA CODE REFERENCE	PASS	FAIL	N/A	COMMENTS
Assembly Occupancies				
1. All assembly occupancies meet the general requirements of Chapter 13 of the Life Safety Code. NFPA 101 Ch. 13.1.1				
2. Occupant loads for assembly spaces have been calculated and are posted by the authority having jurisdiction. NFPA 101 Ch. 13.7.9.3.1				
3. Egress/relocation drills are conducted prior to all public events in assembly occupancies. NFPA 101 Ch. 13.7.7.3				
4. When the occupant load of an assembly area is 250 persons or more, there are trained crowd control managers available at all public events. NFPA 101 Ch. 13.7.6.1				
Means of Egress				
1. Pre-School, Kindergarten, and Grade 1 students are restricted to the level of exit discharge. NFPA 101 Ch. 15.2.1.2				
2. Grade 2 students are restricted from occupying any floor level more than one level above exit discharge. NFPA 101 Ch. 15.2.1.3				
3. All doors serving 100 or more persons are equipped with approved panic hardware or fire exit hardware. NFPA 101 Ch. 15.2.2.2.2				
4. There are not any exit doors which are locked from the inside or chained that prevent egress from the building. NFPA 101 Ch. 13.2.5.4.2				
5. Exit doors open in the direction of egress travel. NFPA 101 Ch. 7.2.1.4.2				
6. All exit access corridors are at least 6 feet wide. NFPA 101 Ch. 7.2.6.4.1				
7. There are not any non-compliant Dead-end corridors. NFPA 101 Ch. 7.5.1.5				
8. There are not any non-compliant Common Paths of Travel. NFPA 101 Ch. 7.5.1.1.4				
9. All rooms larger than 1000 square feet have at least two exits doors that lead to separate exits. NFPA 101 Ch. 15.2.5.4				



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10. There are not any doors that swing into exit access corridors and interfere with travel. NFPA 101 Ch. 15.2.5.6				
11. All doors which could be mistaken as exit doors are clearly marked as "NOT AN EXIT". NFPA 101 Ch. 7.10.8.3.1				
12. All aisles are not less than 30 inches wide. NFPA 101 Ch. 15.2.5.7				
13. No travel distances exceed 150 feet in a non-sprinklered building or 200 feet in a sprinklered building. NFPA 101 Ch. 15.2.6.2				
14. All means of egress are properly marked and illuminated. NFPA 101 Ch. 7.10.1.2.1				
15. Emergency lighting is properly installed, tested and functional. NFPA 101 Ch. 15.2.9.1				
16. There is at least one acceptable rescue window in each classroom below fourth floor, (unless the building has a sprinkler system or room has direct exit to outside). NFPA 101 Ch. 15.2.11.1.1				
17. Lockup or time-out rooms meet the requirements. NFPA 101 Ch. 15.2.11.2				
18. There is not any storage under the stairwells. NFPA 101 Ch. 7.2.2.5.3				
19. There are no less than two separate exits on every story that are accessible from every part of every story and mezzanine. NFPA 101 Ch. 15.2.4.2				
Protection				
1. All vertical openings are enclosed or protected, unless they meet the criteria for exception. NFPA 101 Ch. 15.3.1.1				
2. All storage, janitor, and mechanical rooms are properly separated from the rest of the building. NFPA 101 Ch. 15.3.2.1				
3. All hazardous and flammable materials are stored properly. NFPA 101 Ch. 8.7.3.1				
4. Commercial kitchen facilities have the required hood suppression system. NFPA 101 Ch. 15.3.2.2				
5. The hood suppression system been cleaned and inspected within the last 6 months. NFPA 96 Ch. 11.2.1				



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6. There is a vertical clearance of at least 18 inches between sprinkler heads and any objects below. NFPA 13 Ch. 8.5.6				
7. The required manual fire alarm pull stations are unobstructed. NFPA 101 Ch. 9.6.2.7				
8. Pull stations are installed in the natural exit access path near each required exit or within 5 feet of exit doorways. NFPA 101 Ch. 9.6.2.3				
9. The fire alarm system provides audible signals in all occupied spaces. NFPA 101 Ch. 9.6.3.7				
10. The fire alarm system provides visual signals in all occupied spaces. NFPA 101 Ch. 9.6.3.5				
11. All student occupied areas below the exit level of discharge are properly protected by an approved automatic sprinkler system. NFPA 101 Ch. 15.3.5.3				
12. There is proper fire rated separation between floors, corridors, and compartments to include fire caulking/collars in any penetrations. NFPA 101 Ch. 15.3.1.1 and NFPA 101 Ch. 8.5.6.2				
13. All fire doors operate properly and are free from obstructions. NFPA 101 Ch. 4.6.12.1				
14. All fire extinguishers are properly charged, marked, and accessible. NFPA 1 Ch. 13.6.8.1.3.1				
Building Services				
1. All panelboard and switchboards, pull boxes, junction boxes, switches, receptacles, and conduit bodies shall be provided with covers. NFPA 1 Ch. 11.1.10				
Operating Features				
1. There an approved emergency plan available. NFPA 101 Ch. 15.7.1				
2. Fire/emergency drills are being conducted and documented as required. NFPA 101 Ch. 15.7.2.1				
3. Documentation is available that routes of egress and exits are inspected daily. NFPA 101 Ch. 15.7.3.1				
4. There is not any clothing and/or personal effects stored in corridors. (Exception: Fire Sprinklers, Smoke Detection, or Metal Lockers) NFPA 101 Ch. 15.7.4.2				
5. The artwork and teaching materials on the walls does not exceed the requirements for a sprinklered building (>50%) or a non-sprinklered building (>20%). NFPA 101 Ch. 15.7.4.3				



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Portable Classrooms				
1. Modular classrooms are labeled with the required certification. Saf-C 3300				
2. If the modular classroom has been moved from a different town/location it has been recertified to meet the requirements in the current town. Saf-C 3300				
Required Building Inspection Documentation				
1. Fire extinguisher monthly visual inspection and annual inspection.				
2. Emergency lighting testing monthly and annually				
3. Commercial kitchen hood cleaning and inspection within 6 months				
4. Daily egress check by school staff				
5. Annual fire alarm test report any with deficiencies noted.				
6. All deficiencies noted in the annual report have been addressed.				
7. Annual sprinkler test report with any deficiencies noted.				
8. All deficiencies noted in the annual report have been addressed.				
School Security and Emergency Planning				
<i>This new section was developed as a result of the work completed by the Governor's School Safety Preparedness Taskforce and consists as a list of best practices.</i>				
1. All classroom door locking devices are compliant with the provisions of the 2018 Life Safety Code, Educational Occupancies Chapter				
2. If provided, the positive alarm sequence for the fire alarm system complies with NFPA 72. <i>(Positive fire alarm sequence was included in the NFPA 72, National Fire Alarm and Signaling Code, in the 1980s. It provides an alarm delay of up to 180 seconds if trained personnel acknowledge the alarm at the control panel within 15 seconds. This action provides the responding personnel time to investigate an alarm before evacuating a building.)</i>				
3. The school conducts All-Hazard drills in compliance with the latest edition of the NH State Fire Code [NH Code of Administrative Rules Saf-C 6008.05(a)]				
4. The school has developed an emergency response plan as required by RSA 189:64, Emergency Response Plans				
END OF CHECKLIST				



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Comments/Notations:

FOLLOW-UP:

1. Based upon the information collected on this form, a corrective action (check one) IS OR IS NOT required. If corrective action is required, when do you anticipate it will be completed? Date: _____

2. An approved plan of correction will OR will not be submitted to the local fire department.

3. A re-inspection of this facility (check one) IS OR IS NOT required. If a re-inspection is required, it will occur on or before? Date: _____

Signature of Inspector or Fire Chief

Date

I acknowledge receipt of this report.

Signature of School Contact

Date