

Division of **Fire Safety****Thank you for filling out the School fire and Life Safety Inspection Checklist**

[You will be returned to the homepage of the Division of Fire Safety.](#)

The following was submitted at 11/2/2018 12:00:23 PM

(☒) indicates your selections

[Print Form](#)

**NEW HAMPSHIRE DEPARTMENT OF SAFETY
DIVISION OF FIRE SAFETY****OFFICE OF THE STATE FIRE MARSHAL****J. William Degnan, State Fire Marshal****Physical address - 110 Smokey Bear Blvd, Concord, NH 03301****Mailing address - 33 Hazen Drive, Concord, NH 03305****Main voice 223-4289 - Main fax 223-4294****SCHOOL FIRE AND LIFE SAFETY INSPECTION CHECKLIST**

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.

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).

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

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.

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*)

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*)

1. **School Name (Type Answer) **Required**
☒ Brown Elementary School
2. **School Address (Type Answer) **Required**
☒ 190 Norway Street
3. **School Phone Number (Type Answer) **Required**
☒ 603-752-1471
4. **Inspected By (Type Answer) **Required**
☒ Chief John C. Lacasse
5. **Inspection Organization Name (Type Answer) **Required**
☒ Berlin Fire Department
6. **Inspector Contact Number (Type Answer) **Required**
☒ 603-752-3135
7. **Date of Inspection (Example: MM/DD/YYYY)**
☒ 10/04/2018
8. **Building Name (Type Answer) **Required**
☒ Brown School
9. **Assembly Occupancies - All assembly occupancies meet the general requirements of Chapter 13 of the Life Safety Code. NFPA 101 Ch. 13.1.1 (Select one)**
☒ Pass
Fail
N/A
10. **Assembly Occupancies - Occupant loads for assembly spaces have been calculated and are posted by the authority having jurisdiction. NFPA 101 Ch. 13.7.9.3.1 (Select one)**
☒ Pass
Fail
N/A
11. **Assembly Occupancies - Egress/relocation drills are conducted prior to all public events in assembly occupancies. NFPA 101 Ch. 13.7.7.3 (Select one)**
☒ Pass
Fail
N/A
12. **Assembly Occupancies - 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 (Select one)**
☒ Pass
Fail
N/A
13. **Means of Egress - Pre-School, Kindergarten, and Grade 1 students are restricted to the level of exit discharge. NFPA 101 Ch. 15.2.1.2 (Select one)**
☒ Pass
Fail
N/A
14. **Means of Egress - Grade 2 students are restricted from occupying any floor level more than one level above exit discharge. NFPA 101 Ch. 15.2.1.3 (Select one)**
☒ Pass
Fail
N/A
15. **Means of Egress - 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 (Select one)**
☒ Pass
Fail

N/A

16. Means of Egress - 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 (Select one)

☒ Pass

Fail

N/A

17. Means of Egress - Exit doors open in the direction of egress travel. NFPA 101 Ch. 7.2.1.4.2 (Select one)

☒ Pass

Fail

N/A

18. Means of Egress - All exit access corridors are at least 6 feet wide. NFPA 101 Ch. 7.2.6.4.1 (Select one)

☒ Pass

Fail

N/A

19. Means of Egress - There are not any non-compliant Dead-end corridors. NFPA 101 Ch. 7.5.1.5 (Select one)

☒ Pass

Fail

N/A

20. Means of Egress - There are not any non-compliant Common Paths of Travel. NFPA 101 Ch. 7.5.1.1.4 (Select one)

☒ Pass

Fail

N/A

21. Means of Egress - 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 (Select one)

☒ Pass

Fail

N/A

22. Means of Egress - There are not any doors that swing into exit access corridors and interfere with travel. NFPA 101 Ch. 15.2.5.6 (Select one)

☒ Pass

Fail

N/A

23. Means of Egress - All doors which could be mistaken as exit doors are clearly marked as "NOT AN EXIT". NFPA 101 Ch. 7.10.8.3.1 (Select one)

☒ Pass

Fail

N/A

24. Means of Egress - All aisles are not less than 30 inches wide. NFPA 101 Ch. 15.2.5.7 (Select one)

☒ Pass

Fail

N/A

25. Means of Egress - No travel distances exceed 150 feet in a nonsprinklered building or 200 feet in a sprinklered building. NFPA 101 Ch. 15.2.6.2 (Select one)

☒ Pass

Fail

N/A

26. Means of Egress - All means of egress are properly marked and illuminated. NFPA 101 Ch. 7.10.1.2.1 (Select one)

☒ Pass

Fail

N/A

27. Means of Egress - Emergency lighting is properly installed, tested and functional. NFPA 101 Ch. 15.2.9.1 (Select one)

Pass

☒ Fail

N/A

28. Means of Egress - 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 (Select one)

☒ Pass

Fail

N/A

29. Means of Egress - Lockup or time-out rooms meet the requirements. NFPA 101 Ch. 15.2.11.2 (Select one)

☒ Pass

Fail

N/A

30. Means of Egress - There is not any storage under the stairwells. NFPA 101 Ch. 7.2.2.5.3 (Select one)

☒ Pass

Fail

N/A

31. Means of Egress - 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 (Select one)

☒ Pass

Fail

N/A

32. Protection - All vertical openings are enclosed or protected, unless they meet the criteria for exception. NFPA 101 Ch. 15.3.1.1 (Select one)

☒ Pass

Fail

N/A

33. Protection - All storage, janitor, and mechanical rooms are properly separated from the rest of the building. NFPA 101 Ch. 15.3.2.1 (Select one)

☒ Pass

Fail

N/A

34. Protection - All hazardous and flammable materials are stored properly. NFPA 101 Ch. 8.7.3.1 (Select one)

☒ Pass

Fail

N/A

35. Protection - Commercial kitchen facilities have the required hood suppression system. NFPA 101 Ch. 15.3.2.2 (Select one)

☒ Pass

Fail

N/A

36. Protection - The hood suppression system been cleaned and inspected within the last 6 months. NFPA 96 Ch. 11.2.1 (Select one)

☒ Pass

Fail

N/A

37. Protection - There is a vertical clearance of at least 18 inches between sprinkler heads and any objects below. NFPA 13 Ch. 8.5.6 (Select one)

☒ Pass

Fail

N/A

38. Protection - The required manual fire alarm pull stations are unobstructed. NFPA 101 Ch. 9.6.2.7 (Select one)

☒ Pass

Fail

N/A

39. **Protection - 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 (Select one)**

☒ Pass

Fail

N/A

40. **Protection - The fire alarm system provides audible signals in all occupied spaces. NFPA 101 Ch. 9.6.3.7 (Select one)**

☒ Pass

Fail

N/A

41. **Protection - The fire alarm system provides visual signals in all occupied spaces. NFPA 101 Ch. 9.6.3.5 (Select one)**

☒ Pass

Fail

N/A

42. **Protection - 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 (Select one)**

Pass

Fail

☒ N/A

43. **Protection - 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 (Select one)**

☒ Pass

Fail

N/A

44. **Protection - All fire doors operate properly and are free from obstructions. NFPA 101 Ch. 4.6.12.1 (Select one)**

☒ Pass

Fail

N/A

45. **Protection - All fire extinguishers are properly charged, marked, and accessible. NFPA 1 Ch. 13.6.8.1.3.1 (Select one)**

☒ Pass

Fail

N/A

46. **Building Services - All electrical panels that are in areas accessible to students are properly secured and locked. NFPA 1 Ch. 11.1.10 (Select one)**

☒ Pass

Fail

N/A

47. **Operating Features - There an approved emergency plan available. NFPA 101 Ch. 15.7.1 (Select one)**

☒ Pass

Fail

N/A

48. **Operating Features - Fire/emergency drills are being conducted and documented as required. NFPA 101 Ch. 15.7.2.1 (Select one)**

☒ Pass

Fail

N/A

49. **Operating Features - Documentation is available that routes of egress and exits are inspected daily. NFPA 101 Ch. 15.7.3.1 (Select one)**

☒ Pass

Fail

N/A

50. **Operating Features - 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 (Select one)

- ☒ Pass
Fail
N/A

51. Operating Features - 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 (Select one)

- ☒ Pass
Fail
N/A

52. Portable Classrooms - Modular classrooms are labeled with the required certification. Saf-C 3300 (Select one)

- Pass
Fail
☒ N/A

53. Portable Classrooms - 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 (Select one)

- Pass
Fail
☒ N/A

54. Required Building Inspection Documentation - Fire extinguisher monthly visual inspection and annual inspection. (Select one)

- ☒ Pass
Fail
N/A

55. Required Building Inspection Documentation - Emergency lighting testing monthly and annually (Select one)

- ☒ Pass
Fail
N/A

56. Required Building Inspection Documentation - Commercial kitchen hood cleaning and inspection within 6 months (Select one)

- ☒ Pass
Fail
N/A

57. Required Building Inspection Documentation - Daily egress check by school staff (Select one)

- ☒ Pass
Fail
N/A

58. Required Building Inspection Documentation - Annual fire alarm test report any with deficiencies noted. (Select one)

- ☒ Pass
Fail
N/A

59. Required Building Inspection Documentation - All deficiencies in the annual fire alarm report have been addressed. (Select one)

- ☒ Pass
Fail
N/A

60. Required Building Inspection Documentation - Annual sprinkler test report with any deficiencies noted. (Select one)

- ☒ Pass
Fail
N/A

61. Required Building Inspection Documentation - All deficiencies in the annual sprinkler inspection report have been addressed. (Select one)

- ☒ Pass

Fail

N/A

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.

- 62. School Security and Emergency Planning - All classroom door locking devices are compliant with the provisions of the 2018 Life Safety Code, Educational Occupancies Chapter (Select one)**

☒ Pass

Fail

N/A

- 63. School Security and Emergency Planning - If provided, the positive alarm sequence for the fire alarm system complies with NFPA 72. (Select one)**

☒ Pass

Fail

N/A

- 64. School Security and Emergency Planning - 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)] (Select one)**

☒ Pass

Fail

N/A

- 65. School Security and Emergency Planning - The school has developed an emergency response plan as required by RSA 189:64, Emergency Response Plans (Select one)**

☒ Pass

Fail

N/A

- 66. Comments/Notations (Type Answer)**

☒ All violations will be corrected within 30 days of inspection. If more time is required, then request will be submitted in writing to local AHJ.

- 67. Follow-Up: Based upon the information collected on this form, a corrective action (Check all that apply)**

☒ Is Required

Is not Required

☒ If corrective action is required, when do you anticipate it will be completed? Date: (November 4, 2018)

- 68. An approved plan of correction (Select one)**

Will be submitted to the local fire department

☒ Will not be submitted to the local fire department

- 69. A re-inspection of this facility (Check all that apply)**

Is required

☒ Is not required

If a re-inspection is required, it will occur on or before? Date:

