

Sample School Fire Safety Checklist

Item	Comments
Emergency plans have been reviewed and updated within the last year <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Fire drills are conducted monthly <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Fire extinguishers are located within 75 ft. of all occupied areas. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Fire extinguishers are inspected monthly <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Fire extinguishers hydrostatically tested with last 12 years (Stored pressure type) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Egress doors inspected daily to assure they are not locked and open properly <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
All doors serving an area with 50 or more people swing outward <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Fire protection rated doors are inspected annually and are in good condition and close and latch (e.g. doors to exit stairs, hazardous areas, etc) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Panic hardware is provided on exit doors serving 100 or more persons <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Kitchen hood systems are inspected semi-annually by a licensed firm <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Kitchen hood and duct are inspected for grease build-up quarterly <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Fire alarm system is inspected in accordance with NFPA 72 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Item	Comments
Sprinkler system is inspected in accordance with NFPA 25 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Clearance below sprinklers is maintained at least 18 inches <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Fire and smoke dampers are inspected every 4 years <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Emergency lighting is provided per code <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Emergency lighting is inspected monthly <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Assembly areas (e.g. cafeterias, auditoriums) have occupant load posted as approved by Fire Marshal <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Artwork on walls does not exceed 20% of the wall area unless the building is protected with sprinklers when it can be 50% <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Decorations are limited per code <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Flammable liquids are stored safely in laboratories, shops, etc <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
No storage in exit stairs <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Fire Lane kept clear <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Any N/A answers require a comment to explain why.