



Educational Building Systems Inspection Checklist

1. Emergency, Fire Safety, and Evacuation Plans	Yes	No	N/A
1. Do your fire safety and evacuation plans conform to Indiana Fire Code standards AND is it updated annually? (Sec. 404)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a list of 24-hour emergency phone numbers? (404.3.1 (8))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are your plans available to employees and do you have updated annual training documentation? (404.5 & 406.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are occupant load signs accurate, securely placed and enforced to prevent overcrowding? (1004.3, 403.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are announcements prepared and given not more than 10 minutes prior to the event to notify the occupants of exit locations in theaters, auditoriums and similar assembly spaces (408.2.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. In cases of a special events, has the fire department been notified? (IC 22-14-3-1(c), IC 22-14-3-1 (d))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. System Records	Yes	No	N/A
1. Are your annual fire alarm, sprinkler, fire extinguisher (as well as monthly visual inspection), fire pump (if applicable) records up to date and absent of deficiencies? (901.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have a private fire hydrant ? If so, are annual inspection records up to date? Note: Not all hydrants are publicly owned, if you are in doubt contact your local water department. (901.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are your annual emergency backup generator records or 90-minute load test up to date and absent of deficiencies? (604.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are your semi-annual kitchen hood and suppression system records up to date and absent of deficiencies? (901.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sprinkler System/Standpipes/FDCs	Yes	No	N/A
1. Are sprinkler control valves operational and free of corrosion? Free from storage, debris or obstructions? (901.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the FDC have proper signage and is clear of visual obstructions and have proper caps/covers? (912.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



4. Alarm System	Yes	No	N/A
1. Is the fire alarm panel clear of all troubles, alarms and supervisory signals? Accessible? Free of storage/debris? (901.6, 907.8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the smoke detector sensitivity test available and free of deficiencies? (907.8.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Exits and Egress	Yes	No	N/A
1. Are required <i>exit accesses, exits</i> and <i>exit discharges</i> continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergency? (1030.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all emergency and exit lights illuminated and functional? (1104.3, 1104.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are exit signs visible throughout the facility? Are there decorations obstructing any of them? Does signage create confusion? (1030.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Fire/Smoke Doors	Yes	No	N/A
1. Free of obstruction (chairs, boxes, carts, etc.)? Workable, not wedged, closes with alarm activation completely and latches? If connected to the fire alarm system, is the magnetic system operational? (703.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Electrical	Yes	No	N/A
1. Are all electrical panels unobstructed? (605.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all electrical hazards abated and electrical equipment not modified or damaged? (605.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Multiplug cube adapters and unfused power strips not complying with NFPA 70 shall be prohibited (605.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are extension cords used ONLY temporarily for portable appliances and plugged directly into approved receptacles? (605.5 & 605.5.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are all junction boxes, switches and outlets covered with an approved cover and undamaged? (605.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Interior	Yes	No	N/A
1. Are all decorations fire retardant throughout the facility? (807.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is artwork in corridors fire retardant throughout the school? If not, it must be treated in accordance with NFPA 701 OR be limited to 20% of the wall area. (807.4.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the facility free of any and all open flames? (308.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all compressed gas cylinders secured to prevent falling? (5303.5.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Name and Title of School Official Conducting Event
Inspection in accordance with **IC 22-14-3-1(d)**

Signature and Event Date

