



School Fire Safety Checklist

Use this fire safety checklist to review some essential requirements and life safety systems for your school or university.

Each fire safety item references the code requirements from:

- [NFPA 101](#): Life Safety Code
- [NFPA 25](#): Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
- [NFPA 96](#): Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
- [NFPA 72](#): National Fire Alarm and Signaling Code®
- [NFPA 10](#): Standard for Portable Fire Extinguishers

Some fire sprinkler inspection, testing, and maintenance requirements point to “various chapters” in which the exact rules depend on the type of system installed in your school or university. Consult a qualified fire sprinkler professional to complete ITM tasks at appropriate intervals.

Note that this list is not comprehensive and should merely serve as a guide for some essential activities required for school fire safety systems and procedures. The full spectrum of life and fire safety measures will depend on your facility, its specific systems, and your location. Contact your local authority having jurisdiction (AHJ) to learn specific requirements.

| FIRE SAFETY ITEM | COMPLIANT (Yes, No, N/A) | Code Reference |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------|
| Operations (plans, training, drills) | | |
| Emergency action plan in place and approved by AHJ | | NFPA 101: Section 14.7 |
| Employee training on emergency plans conducted and documented | | NFPA 101: Section 14.7 |
| Fire drills conducted monthly and documented | | NFPA 101: Section 14.7 |
| Fire Sprinkler Systems <i>Shop QRFS <u>Fire Sprinklers</u>, <u>Cover Plates</u>, <u>Escutcheons</u>, and <u>Accessories</u></i> | | |
| Monthly inspections conducted and documented | | NFPA 25 (Various chapters for monthly inspection items; NFPA 25: Section 4.3 (documentation)) |
| Quarterly, semi-annual, annual system ITM conducted and documentation available | | NFPA 25 (Various chapters for monthly inspection items; NFPA 25: Section 4.3 (documentation)) |



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|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Five-year ITM conducted and documented (where applicable) | | NFPA 25 (Various chapters; system-type contingent) |
| Fire hose tested and documented (as applicable) | | NFPA 25 (Various chapters; system-type contingent) (See also: NFPA 1962) |
| Fire Pumps | | |
| Weekly pump runs conducted and documented | | NFPA 25: Chapter 8 |
| Annual pump test conducted and documented | | NFPA 25: Chapter 8 |
| Fire Alarm Systems | <u>Shop QRFS Alarm Systems</u> | |
| Quarterly, semi-annual, and annual ITM conducted and documented | | NFPA 72: Chapter 14 |
| Fire Suppression Systems | | |
| Kitchen hood and ductwork cleaned regularly (quarterly, semi-annual, or annual), and documented | | NFPA 96: Chapter 11 |
| Kitchen suppression system semi-annual ITM conducted and documented | | NFPA 96: Chapter 11 |
| Fire Extinguishers | <u>Shop QRFS Fire Extinguishers, Fire Extinguisher Cabinets, and Fire Extinguisher Accessories</u> | |
| Monthly inspections conducted and documented | | NFPA 10: Chapter 7 |
| Annual ITM service conducted and documented | | NFPA 10: Chapter 7 |
| Compartmentation and Egress | <u>Shop QRFS Fire Safety Signs, Egress Signs, and Exit Signs</u> | |
| Daily inspection of exits and exit passageways | | NFPA 101: Section 14.7 |
| Annual ITM of fire and egress doors conducted and documented | | NFPA 101: Section 14.7 |
| Artwork and Decor | | |
| Does not exceed 50% of wall area (20% if no sprinkler protection) | | NFPA 101: Section 14.7 |