

# HEALTH/LIFE SAFETY ANNUAL INSPECTION CHECKLIST (WEST40 – FY17)

## Administrative and General Building Requirements

- Safety reference plans (1)
- School safety drills (2)
- Annual review of crisis plans (3)
- Hold-open devices (4)
- Unobstructed exits (5)
- Emergency lighting + exit signs (6)
- Testing of emergency lighting (7)
- Flam/comb liquids + chemicals (8)
- Fire alarm system (9)
- Fire alarm audibility (10)
- Manual fire alarm station (11)
- ITM of fire alarm systems (12)
- Functional sprinkler system (13)
- Clearance above storage (14)
- Functional standpipe system (15)
- Fire extinguishers (16)
- Safety glazing (17)\*
- Shower/eye wash stations (18)\*
- Alcohol hand-rub-dispensers (19)
- Decorative vegetation (20)
- Space heaters (21)
- Furnishings and decorations (22)
- Interior wall, ceiling and floor finishes (23)
- Extension cords/multiple plug adaptors (24)
- Electrical systems (25)
- Carbon Monoxide Detection (26) (Plans)
- (A)-applies only if classified as assembly
- McKinney-Vento Notices are posted

### AREAS THAT REQUIRE A DOOR CLOSER ARE HIGHLIGHTED IN DARK RED

### Documentation items in green are to be presented at the Pre-Inspection Conference

#### Arts and Crafts Rooms

- Fire-rated construction (28)
- Fire detectors (29)
- Spray finishing (30)
- Limited Spraying Spaces (31)
- Electrical Wiring & Equip (32)
- Kiln exhaust (33)
- Kiln fuel switch (34)
- Eye glasses (35)\*
- Toxic art supplies (36)\*

#### Auditoriums

- Posted occupancy loads (37)
- Number of exits (38)
- Means of egress arrange (39)
- Illuminated exit signs (40)
- Emergency lighting (41)
- Fire-rated construction (42)

#### Automotive Shops

- Fire-rated construction (51)
- Fire detectors (52)
- Spray paint rooms (53)
- Limited Spraying Spaces (54)
- Electrical Wiring & Equip (55)
- Welding booth exhaust (56)
- Eye glasses (57)\*

#### Bleachers and Grandstands

- Inspection/maintenance (63)\*
- Storage underneath (64)

#### Boiler Room

- Door swing (69)
- Fire-rated construction (70)
- Housekeeping (71)
- Fire detectors (72)
- Emergency fuel switch (73)
- Inspection posted (74)

#### Cafeteria (A)

- Posted occupant loads (80)
- Number of exits (81)
- Means of egress arrange (82)
- Illuminated exit signs (83)
- Emergency lighting (84)
- Fire-rated construction (85)

#### Classrooms

- Doors unlocked (93)
- Fire-rated construction (94)
- Door glass-vision panel (95)
- Classroom door swing (96)
- Artwork in classrooms (97)

#### Corridors

- Number of exits (108)
- Dead-end travel (109)
- Illuminated exit signs (110)
- Emergency lighting (111)
- Fire-rated construction (112)
- Width of corridors (113)
- Storage in corridors (114)
- Artwork (115)

#### Elevator and Conveying Systems

- Does not obstruct egress (121)
- Certificate of Inspection (122)

#### Exterior Items

- Exterior stairs maintained (123)
- Fire lanes (124)
- Fire dept connection (125)
- Fire hydrants (126)

#### Fire Escape Stairs

- Existing fire escapes (128)
- Access to fire escapes (129)
- Protection of openings (130)
- Testing (131)

#### Greenhouses

- Fire-rated construction (132)
- Fire alarm systems (133)
- Fire detectors (134)

#### Gym and Multipurpose Rooms

- Posted occupant loads (138)
- Number of exits (139)
- Means of egress arrange (140)
- Illuminated exit signs (141)
- Emergency lighting (142)
- Fire-rated construction (143)

#### Home Economics and Family Services Rooms

- Fire-rated construction (151)
- Fire detector (152)
- Exhaust fan (153)

#### Industrial Technology Labs

- Fire-rated construction (161)
- Fire detectors (162)
- Welding booth exhaust (163)
- Eye glasses (164)\*

#### Kitchens

- Fire-rated construction (176)
- Fire detectors (177)
- Fire extinguishers (178)
- Cooking hood exhaust (179)

#### Exhaust inspections (180)

- Filter maintenance (181)
- Fire extinguishing systems (182)

#### Library/Media Center (A)

- Posted occupancy loads (189)
- Number of exits (190)
- Means of egress arrange (191)
- Illuminated exit signs (192)
- Emergency lighting (193)
- Fire-rated construction (194)

#### Mechanical & Furnace Rooms

- Fire-rated construction (198)
- Fire detectors (199)
- Storage of combustibles (200)

#### Music Practice Rooms

- Sound proofing (202)

#### Photo Developing Labs

- Fire-rated construction (208)
- Fire detector (209)
- Exhaust fan (210)
- Chemical storage (211)

#### Science Laboratories

- Fire-rated construction (225)
- Fire detector (226)
- Exhaust fan (227)
- Fume hood exhaust (228)
- Eye glasses (229)\*
- Chemical storage (230)
- Emergency fuel switch (231)

#### Shower and Locker Rooms

- Number of exits (235)
- Illuminated exit signs (236)
- Exhaust fan (237)\*
- Vapor-proof lights (238)\*

#### Stages (Large)+Accessory Rooms

- Illuminated exit signs (243)
- Emergency lighting (244)
- Fire-rated construction (245)
- Proscenium wall protection (246)
- Curtains and scenery (247)
- Sprinklers and ventilators (248)
- Standpipes (249)

#### Stages (Small)

- Illuminate exit signs (256)
- Emergency lighting (257)
- Curtains+scenery (258)
- Fire detectors (259)

#### Stages with Storage Under

- Fire-rated constr (265)
- Storage only (266)
- Fire detectors (267)
- Sprinklers (268)

#### Stairwells

- Properly maintained (272)
- Illuminated exit signs (273)
- Emergency lighting (274)
- Stair enclosure (275)
- No storage (276)
- Fire detector (277)

#### Storage/Supply/Closets

- Fire-rated constr (283)
- Fire detector (284)
- Classroom/janitor's (285)

#### Swimming Pools

- Occup loads (289) (A)
- Number of exits (290) (A)
- Egress arrange (291) (A)
- Exit signs (292) (A)
- Emerg lighting (293) (A)
- Fire-rated constr (294) (A)
- Vapor-proof lights (295)\*
- Exhaust fan (296)\*
- IDPH equipment (297)\*
- Fire extinguisher (298)

#### Teachers Workrooms and Lounges

- Fire-rated constr (301)
- Fire detector (302)
- Exhaust fan (303)

#### Time-Out Rooms

- Ceiling height (304)
- Safe construction (305)
- Locking (306)
- Monitoring (307)

#### Toilets

- Exhaust fan (309)\*

#### Woodworking Shop

- Fire-rated constr (315)
- Fire detectors (316)
- Fire extinguishers (317)
- Sawdust collector (318)
- Eye glasses (319)\*
- Housekeeping (320)

<b>District</b>		<b>Date:</b>
<b>School</b>		
<b>School Address</b>		<b>Inspected by:</b>

**Administration and General Building Requirements**

<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>(Code references found in the Glossary)</b>	<b>Remarks</b>
			1	Safety reference plans	
			2	School safety drills	
			3	Annual review of crisis plans	
			4	Hold-open devices	
			5	Unobstructed exits	
			6	Emergency lighting and illuminated exit signs	
			7	Testing of emergency lighting and exit signs	
			8	Flammable/combustible liquids + chemicals	
			9	Fire alarm system	
			10	Fire alarm audibility	
			11	Unobstructed manual fire alarm stations	
			12	Inspection, testing, maintenance fire alarm system	
			13	Functional sprinkler system	
			14	Clearance above storage and from sprinklers	
			15	Functional standpipe system	
			16	Fire extinguishers	
			17	Safety glazing*	
			18	Emergency shower and eye wash stations*	
			19	Wall-mounted alcohol hand-rub dispensers	
			20	Decorative vegetation	
			21	Space heaters	
			22	Furnishings and decorations	
			23	Interior Wall, ceiling, and floor finishes	
			24	Extension cords/multiple adaptors	
			25	Electrical systems	
			26	Carbon monoxide detection	

**Specific Requirements for Rooms and Spaces**

<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Arts and Crafts Rooms</b>	<b>Remarks</b>
			28	Fire-rated construction and door closers	
			29	Fire detectors	
			30	Spray finishing operations using flammable finishes	
			31	Limited spraying spaces	
			32	Electrical wiring and equipment	
			33	Kiln exhaust fan	
			34	Kiln fuel switch	
			35	Eye glasses*	
			36	Toxic art supplies*	

<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Auditoriums</b>	<b>Remarks</b>
			37	Posted occupancy load	
			38	Number of exits	
			39	Means of egress arrangement	
			40	Illuminated exit signs	
			41	Emergency lighting	
			42	Fire-rated construction and door closers	

Y	N	N/A		<b>Automotive Shops</b>	<b>Remarks</b>
			51	Fire-rated construction and door closers	
			52	Fire detectors	
			53	Fire protection in spray paint rooms and booths	
			54	Limited Spraying Spaces	
			55	Electrical wiring and equipment	
			56	Welding booth exhaust	
			57	Eye glasses*	
Y	N	N/A		<b>Bleachers and Grandstands</b>	<b>Remarks</b>
			63	Installation, inspection and maintenance*	
			64	Combustible storage and waste accumulation	
Y	N	N/A		<b>Boiler Room</b>	<b>Remarks</b>
			69	Door swing	
			70	Fire-rated construction and door closers	
			71	Housekeeping	
			72	Fire detectors	
			73	Emergency fuel burner switch	
			74	Certificate of inspection posted	
Y	N	N/A		<b>Cafeteria (A)</b>	<b>Remarks</b>
			80	Posted occupant loads	
			81	Number of exits	
			82	Means of egress arrangement	
			83	Illuminated exit signs	
			84	Emergency lighting	
			85	Fire-rated construction and door closers	
Y	N	N/A		<b>Classrooms</b>	<b>Remarks</b>
			93	Inside of exit doors unlocked	
			94	Fire-rated construction and door closers	
			95	Door glass-vision panel	
			96	Classroom door swing	
			97	Artwork in classrooms	
Y	N	N/A		<b>Corridors</b>	<b>Remarks</b>
			108	Number of exits	
			109	Dead-end travel	
			110	Illuminated exit signs	
			111	Emergency lighting	
			112	Fire-rated construction	
			113	Capacity and width of corridors	
			114	Storage in corridors and lobbies	
			115	Artwork	
Y	N	N/A		<b>Elevator and Conveying Systems</b>	<b>Remarks</b>
			121	Does not obstruct egress	
			122	Certificate of inspection	
Y	N	N/A		<b>Exterior Items</b>	<b>Remarks</b>
			123	Exterior stairways properly installed/maintained	

			124	Fire lanes	
			125	Fire department connection	
			126	Fire hydrants	
<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Fire Escape Stairs</b>	<b>Remarks</b>
			128	Existing fire escapes	
			129	Access to fire escapes	
			130	Protection of openings	
			131	Testing	
<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Greenhouses</b>	<b>Remarks</b>
			132	Fire-rated construction and door closers	
			133	Fire alarm systems	
			134	Fire detectors	
<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Gym and Multipurpose Rooms</b>	<b>Remarks</b>
			138	Posted occupant loads	
			139	Number of exits	
			140	Means of egress arrangement	
			141	Illuminated exit signs	
			142	Emergency lighting	
			143	Fire-rated construction and door closers	
<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Home Economics+Family Services Rooms</b>	<b>Remarks</b>
			151	Fire-rated construction and door closers	
			152	Fire detectors	
			153	Exhaust fan	
<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Industrial Technology Labs</b>	<b>Remarks</b>
			161	Fire-rated construction and door closers	
			162	Fire detectors	
			163	Welding booth exhaust	
			164	Eye glasses*	
<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Kitchens</b>	<b>Remarks</b>
			176	Fire-rated construction and door closers	
			177	Fire detectors	
			178	Fire extinguishers	
			179	Range canopy exhaust	
			180	Inspection and cleaning of cooking exhaust system	
			181	Filter installation and maintenance	
			182	Cooking hood extinguishing systems	
<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Library and Media Centers (A)</b>	<b>Remarks</b>
			189	Posted occupancy loads	
			190	Number of exits	
			191	Means of egress arrangement	
			192	Illuminated exit signs	
			193	Emergency lighting	
			194	Fire-rated construction and door closers	
<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Mechanical &amp; Furnace Rooms</b>	<b>Remarks</b>
			198	Fire-rated construction and door closers	

			199	Fire detectors	
			200	Storage of combustibles	
<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Music Practice Rooms</b>	<b>Remarks</b>
			202	Sound proofing used as wall covering	
<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Photo Developing Rooms</b>	<b>Remarks</b>
			208	Fire-rated construction and door closers	
			209	Fire detectors	
			210	Exhaust fan	
			211	Proper storage of chemicals	
<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Science Laboratories</b>	<b>Remarks</b>
			225	Fire-rated construction and door closers	
			226	Fire detectors	
			227	Exhaust fan	
			228	Fume hood exhaust	
			229	Eye glasses*	
			230	Proper storage of chemicals	
			231	Emergency fuel burner switch	
<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Shower and Locker Rooms</b>	<b>Remarks</b>
			235	Number of exits	
			236	Illuminated exit signs	
			237	Exhaust fan*	
			238	Vapor-proof lights*	
<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Stage (Large), and Accessory Areas</b>	<b>Remarks</b>
			243	Illuminated exit signs	
			244	Emergency lighting	
			245	Fire-rated construction and door closers	
			246	Proscenium wall protection	
			247	Curtains and scenery	
			248	Sprinkler systems and ventilators	
			249	Standpipes for stages	
<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Stages (Small)</b>	<b>Remarks</b>
			256	Illuminated exit signs	
			257	Emergency lighting	
			258	Curtains and scenery	
			259	Fire detectors	
<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Stages with Storage Underneath</b>	<b>Remarks</b>
			265	Fire-rated construction and door closers	
			266	Noncombustible storage only	
			267	Fire detectors	
			268	Sprinklers	
<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>Stairwells</b>	<b>Remarks</b>
			272	Properly maintained stairs	
			273	Illuminated exit signs	
			274	Emergency lighting	
			275	Interior exit stair enclosure	

			276	No storage under stairs	
			277	Fire detectors	
				<b>Storage/Supply/Closets</b>	<b>Remarks</b>
<b>Y</b>	<b>N</b>	<b>N/A</b>	283	Fire-rated construction and door closers	
			284	Fire detectors	
			285	Classroom/janitor's closets	
				<b>Swimming Pools</b>	<b>Remarks</b>
<b>Y</b>	<b>N</b>	<b>N/A</b>			
			289	Posted occupancy loads (A)	
			290	Number of exits (A)	
			291	Means of egress arrangement (A)	
			292	Illuminated exit signs (A)	
			293	Emergency lighting (A)	
			294	Fire-rated construction (A)	
			295	Vapor-proof lights*	
			296	Exhaust fan*	
			297	IDPH safety equipment*	
			298	Fire extinguishers	
				<b>Teacher's Workroom/Lounge</b>	<b>Remarks</b>
<b>Y</b>	<b>N</b>	<b>N/A</b>			
			301	Fire-rated construction and door closers	
			302	Fire detectors	
			303	Exhaust fan	
				<b>Time-Out Rooms</b>	<b>Remarks</b>
<b>Y</b>	<b>N</b>	<b>N/A</b>			
			304	Ceiling height	
			305	Safe construction	
			306	Locking	
			307	Monitoring	
				<b>Toilets</b>	<b>Remarks</b>
<b>Y</b>	<b>N</b>	<b>N/A</b>			
			309	Exhaust fan*	
				<b>Woodworking Shops</b>	<b>Remarks</b>
<b>Y</b>	<b>N</b>	<b>N/A</b>			
			315	Fire-rated construction and door closers	
			316	Fire detectors	
			317	Fire extinguishers	
			318	Sawdust collector and exhaust	
			319	Eye glasses*	
			320	Housekeeping	

\*Will not be addressed by fire service personnel

**Comments:** \_\_\_\_\_

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