



Klein I.S.D. Fire Marshal Inspection Checklist 2016 - 2017

Please enforce the following directives with the addition of 4 newly enforced rules from the Harris County Fire Marshal's Office at your campus:

- Campus fire drill records (State Fire Marshal form) readily available with documented evacuation time.
- Campus enrollment, total staff including food service and custodial readily available for inspection.

Campus evacuation maps must be posted in every classroom and all student areas on campus. The primary fire evacuation route should be red and the secondary evacuation route should be green. All occupants must be familiar with a primary and secondary exit.

- No combustible material, ex: bulletin board paper, artwork within an 18" RADIUS OF THE CLASSROOM DOOR or **EITHER SIDE OF THE DOOR.**
- **Any banners hanging from a ceiling in an exit hallway must be flame retardant & proof of certification must be on file for Fire Marshal.**
- NO 3-D artwork in the mod hallway or exit hallways.
- 20% rule for combustibles (fabric or paper) on the walls or bulletin boards in corridors and mod hallway exits. This does not apply to classrooms or office areas. Regular bulletin board paper can be used in classroom and the 20% rule does not apply.
 - ❖ If fabric is used, it must be treated with flame retardant spray. BanFire Flame Retardant Spray is available at Central Warehouse –Stock #14305. Label the item being treated with date and name of who applied the spray.
- **DECORATIONS OR COMBUSTIBLE ITEMS HANGING FROM THE CEILING MUST BE MINIMAL AND AT LEAST 24" FROM THE CEILING. No decorations that are connected from ceiling tile to ceiling tile will be allowed. Ex: paper chains or paper trees.**
- No obstruction of ceiling within 24 inches. This applies to the top of cabinets and open shelves. This does not apply to enclosed cabinets.
- No extension cords used for permanent wiring. Electrical cords must be plugged directly into the wall outlet or multi-plug a power strip. No extension cords dropped thru the ceiling. Extension cords cannot be connected to multi-plug power strip, two multi-plug power strips cannot be connected together.
- **IF A RUG IS COVERING AN ELECTRICAL CORD, THE CORD MUST HAVE A PROTECTIVE CORD COVER.**
- Exit signs must be properly illuminated. Please inspect all areas of your campus.
- Exit doors, corridors and path to fire extinguishers must be unobstructed.
- Fire extinguishers must be inspected/tagged and mounted on walls.
- Campus fire alarm systems and kitchen suppression systems must be inspected yearly.
- Compressed gas cylinders must be secured to wall with chain. This includes PTO storage areas.
- No chains & locks on doors when the building is occupied.
- Mechanical and electrical rooms-no obstructions. Ex: boxes, maid carts, etc. within three feet of all mechanical, electrical and HVAC equipment.
- Administrators, office staff and designated custodial staff must be trained to activate Fire Alarm system and Fire Alarm Bells.
- Seasonal lighting must be temporary in office area and is not allowed in the classrooms.
- Rated fire doors must be closed (prevent smoke transfer) and not blocked open with door stops.
- Missing or broken ceiling tiles must be replaced. Open penetrations in mechanical rooms must be sealed to prevent smoke transfer.