

Appendix C – Fire Safety Inspection Code Reference Checklist

Part II – Fire and Life Safety Standards

Section II – A

(This section must be completed for every public school building with student occupancy except in cities with over 125,000 inhabitants)

Commissioner of Education Regulations (8 NYCRR 155.7)

1. Exit Ways (corridors, stairs, etc)

Section	Description
A-2	There are at least two means of egress from each floor and corridor.
B-1	Corridor pockets and dead-end corridors are less than 1.5 times the pocket or corridor width respectively.
C-1	Glazed areas in and adjacent to doors and within 48 inches of floors are protected by railings, grilles, or safety glazing.
D-1	Glazed areas in and adjacent to doors and within 18 inches of floors are marked to prevent injury to occupants.
E-1	Stairways in buildings having wood structural members or roof deck, are enclosed with noncombustible construction and self-closing doors to effectively obstruct the spread of smoke and fumes from floor-to-floor, or each classroom has direct access to an exterior exit door.

2. Exits

Section	Description
A-2	Exit doors, except those serving one or two classrooms, swing in the direction of exit travel.
B-1	Exit doors, except those serving one or two classrooms, are equipped with panic hardware.
C-3	Spaces of pupil occupancy over 500 square feet have two means of egress into separate zones. The primary egress is a door to the corridor and the secondary egress is a door directly to the exterior, a door to a separate smoke zone, an emergency rescue window, which is of a size and design, including hardware, which permits emergency egress (6-square feet minimum clear opening with 24-inch minimum dimension), unless a variance is granted by the Commissioner.
D-1	All emergency rescue windows are identified by signs as specified on the window and/or on any window shades, blinds, or curtains, or above the window.
E-2	Emergency rescue windows are free of obstructing bars, screens, grilles, or classroom equipment, or if so equipped, windows must be releasable or removable from the inside without the use of a key, tool, or force greater than that needed for normal operation.
F-3	Enclosed courtyards exceeding 700 square feet in area have at least two remote exits into separate smoke zones.
G-2	Hardware on doors from courtyards is of a type that will always permit exiting from the space without the use of a key.

3. Boiler – Furnace Rooms

Section	Description
A-3	Gas and oil fuel-burning equipment over 400,000 BTU per hour capacity are provided with electronic flame safeguard controls that upon flame failure normally respond in 2 – 4 seconds to cut off fuel supply.
B-1	Certificates are posted that indicate that each boiler has been inspected in compliance with Section 204 of the Labor Law.

4. Storage and Special Rooms

Section	Description
A-2	Two-hour fire-rated enclosure with 1 ½ hour self-closing fire doors are provided for the following spaces: <ul style="list-style-type: none">• Boiler, heater, or furnace rooms, incinerator rooms• Refrigeration rooms and transformer vaults• Store rooms for fuel, flammable liquids, and gas-powered equipment
B-2	Required fire doors are maintained in a normally closed position unless held open by approved automatic devices.
C-1	Unused ducts and shafts are sealed off at each floor level with fire resistive materials.

5. Assembly Use Areas

Section	Description
A-3	Exit doors from places of assembly are remote and have panic hardware. (existing push-pull type of hardware with no latching hardware is acceptable)
B-2	School buildings with wood structural members or roof deck do not have places of assembly above the first floor, unless approved by the Commissioner.
C-2	Places of assembly are provided with emergency lighting to illuminate exits.

6. Housekeeping, General Operation

Section	Description
A-1	There are no fixed or portable control gates that create dead-end conditions.
B-1	Wherever available, new and replacement mercury vapor or metal halide lamps are of fail-safe type with will self-extinguish if shielding is broken, cracked, or removed.
C-1	Where new or replacement fail-safe lamps are not available, separate ultraviolet radiation-absorbing shielding is provided.
D-2	Space under stairs and landings is not used for storage unless separated by two-hour fire rated construction.
E-3	Attic space in buildings of combustible construction is not used for storage.
F-1	Storage in storerooms and classroom areas is orderly and restricted to items of obvious value and usefulness.
G-1	Wood floors are not finished or treated with oil and floors so treated were cleaned and refinished.
H-2	Direct-fired fuel-burning heating units shall not be used in any space of student occupancy.

7. Fire Alarms

Section	Description
A-3	School buildings of seven or more classrooms are equipped with manually operated electric fire alarm system that will continue to sound the alarm until the tripped station has been restored to normal operation or has completed a cycle of not less than 30 seconds. School buildings of one – six classrooms are equipped with a manual, hand, or electric fire alarm capable of being sounded for such period of time as to insure evacuation of the building, or with an electric fire alarm system as described above.
B-2	Fire alarm stations are located on every floor.
C-2	The building has a telephone that can be used in an emergency.

Appendix C – Fire Safety Inspection Code Reference Checklist

Part II – Fire and Life Safety Standards

Section II – B

(This section must be completed for all public and nonpublic schools and BOCES)

Commissioner of Education Regulations (8 NYCRR 155.25)

8. Electrically Operated Partitions (if N/A or electronically disconnected – go to Section 9)

Section	Description
A-2	Partitions are operated by two key operated, tamperproof, constant pressure, switches wired in series, remotely located at opposite ends and opposite sides of, and in view of, the partition.
B-2	The partition is capable of being reversed at any point in the extend or stack travel cycle.
C-2	Device(s) are provided for all partitions that will stop the forward or backward motion of the partition and stop the stacking motion of the partition when a body or object passes between the leading panel of such partition and a wall or other termination point, or when a body or object is in the stacking area of such partition.
D-2	Appropriate and conspicuous notice regarding the safe and proper operation of the electrically operated partition, required training, and supervision of students is posted in all partition operator locations.
E-2	Records of inspection, testing, and maintenance of electrically operated partitions are available for review. Records verify that maintenance was performed in accordance with the manufacturer's instructions and recommended service interval.

2015 International Fire Code

9. General Fire and Safety Provisions

	Description	Code Section
A-2	Combustible waste and vegetation shall not create a hazard.	F304
B-2	Open flames are prohibited except supervised science and technology labs.	F308
C-1	Storage in buildings is orderly.	F315
D-1	Storage ceiling clearance of 24 inches is maintained in non-sprinklered areas of buildings or 18 inches below sprinkler head deflectors in sprinkled areas of the building.	F315
F-2	Combustibles are not stored in boiler rooms, mechanical rooms, or electrical equipment rooms.	F315
G-2	Fueled equipment shall not be stored, operated, or repaired within a building.	F313

10. Emergency Planning and Preparedness

	Description	Code Section
A-2	Fire safety and evacuation plans are prepared, maintained, and available for review.	F404
B-2	Safety Data Sheets (SDS) are complete and available on premises.	F407
C-1	Hazardous material containers and rooms are properly identified.	F407
D-1	Records of hazardous material inventory statements are provided.	F407

11. Fire Service Features

	Description	Code Section
A-2	Fire apparatus access roads are maintained and unobstructed. (NOTE: Gates are permitted)	F503
B-1	Flat roofs, less than 30 degrees, are free from obstruction.	F316
C-2	Private fire service hydrants, mains, and tanks are properly maintained and tested.	F507
D-2	Fire hydrants are maintained free from obstruction.	F507
E-1	Fire protection equipment and locations are identified and maintained.	F509

12. Building Services and Systems

	Description	Code Section
A-1	Equipment access is maintained.	F603
B-3	Portable unvented heaters are prohibited	F603
C-2	Above-ground gas meters are protected from damage.	F603
D-2	Records of inspection, testing, and maintenance of emergency and standby power systems are maintained on premises and are available for inspection.	F 604
E-1	No electrical system hazards observed or reported.	F605
F-1	Service equipment areas are adequately illuminated.	F605
G-1	Electrical service and branch equipment working space is unobstructed.	F605
H-1	Electrical room doors and all disconnects are identified.	F605
I-1	Unapproved multi-plug adapters are not used.	F605
J-1	Extension cords are properly used and are not a substitute for permanent wiring.	F605
K-1	Outlet, switch, junction boxes, and wire splices are covered.	F605
L-1	Refrigeration systems are accessible, properly labeled, and records of periodic testing are available on premises.	F606
M-1	Approved elevator emergency signs are provided.	F607
N-1	Emergency elevator keys are properly located in an approved location for immediate use by the fire department.	F607
O-2	Heating equipment, chimneys, and vents are maintained and are in proper working order.	F603

13. Commercial Kitchen Hoods

	Description	Code Section
A-2	Kitchen hood is provided and maintained at commercially used equipment capable of producing grease vapors or smoke.	F609
B-2	Hood fire extinguishing system, where provided, is maintained and serviced in accordance with Section F904 of the 2015 IFC.	F609

14. Fire Resistance Rated Construction

	Description	Code Section
A-2	Fire resistance rating of rated construction is maintained.	F703
B-2	Opening protectives are properly maintained and are not blocked or made inoperable.	F703
C-2	Doors requiring closers are not rendered inoperable by removal of the closer or the installation of any non-automatic hold open device.	F703
D-1	Records of annual inspections of sliding and rolling fire doors are available.	F703
E-1	Swinging fire and smoke doors close and latch automatically from any position.	F703

15. Decorative Material and Furnishing

	Description	Code Section
A-2	Furnishings do not obstruct or obscure exits.	F807
B-1	Storage of clothing and personal belongings in corridors and lobbies is compliant	F807
C-2	Artwork and teaching materials are limited to not more than 20% of the corridor wall area.	F807
D-2	Curtains, drapes, hangings, and other decorative materials suspended from walls or ceiling shall comply with Section 807.4 and shall not exceed 10% of the specific wall or ceiling to which they are attached	F807
E-1	Artwork and teaching materials in classrooms limited to not more than 50% of the specific wall area to which they are attached	F807

16. Fire Protection Systems

	Description	Code Section
A-2	Fire detection, alarm, and extinguishing systems are operative and inspection, testing, and maintenance records are maintained and available for review on premises.	F901
B-2	Portable fire extinguishers are located in a conspicuous location, are readily accessible, are not obstructed or obscured, and are maintained in accordance with this section and NFPA.	F906
C-2	Fire pumps are inspected, tested, and maintained in accordance with this section and NFPA 25 and records are available on premises for review.	F913

17. Means of Egress

	Description	Code Section
A-3	The required capacity of means of egress is free of obstructions.	F1031
B-2	Exterior exits are free from obstruction, including ice and snow.	F1031
C-2	Curtains, drapes, and decorations shall not be placed to obstruct exits or visibility thereof.	F1031
D-2	Exit signs are provided in rooms or areas which require two or more exits.	F1013
E-1	Exit sign placement shall be such that no point in an exit access corridor is more than 100 feet from the nearest visible exit sign.	F1013
F-3	Doors shall be readily operable from the egress side without use of a key or special knowledge or effort. <u>Electromagnetic locking devices are not allowed.</u>	F1010
G-1	Occupant load is conspicuously posted in all assembly spaces where occupant load exceeds 49 persons.	F1004
H-2	Means of egress are provided with emergency lighting.	F1008
I-2	Tactile signs stating "EXIT" and complying with ICC/ANSI, A117.1 are provided adjacent to each door to an egress stairway.	F1013
J-1	Aisles are provided in all occupied spaces containing seats, tables, furnishings, displays, and similar fixtures of equipment and are unobstructed at all times.	F1018
K-1	Stairways that travel below the level of exit discharge are clearly defined.	F1023
L-1	Required exit signs are provided with emergency illumination.	F1013

18. Flammable Finishes

	Description	Code Section
A-2	Electrical wiring and equipment in spray areas shall be explosion proof.	F2403
B-2	"No Welding" signs shall be posted in the vicinity of the paint spraying areas and paint storage areas.	F2403
C-2	Portable fire extinguishers rated for high hazard shall be provided in paint spraying areas.	F2404
D-2	Spraying areas, exhaust fan blades, and exhaust ducts shall be kept free from the accumulation of deposits of combustible residues.	F2403

19. Motor Fuel- Dispensing Facilities & Repair Garages

	Description	Code Section
A-3	An approved, clearly identified and readily accessible emergency disconnect switch shall be provided for fuel dispensers and distinctly labeled "Emergency Fuel Shutoff."	F2303
B-2	Approved fire extinguishers, with a minimum rating of 2-A: 20-B:C, shall be located within 75 feet of pumps, dispensers, and storage tanks.	F2305
C-1	Approved warning signs shall be posted in the fuel dispensing area.	F2305
D-1	Daily inventory records are maintained for underground fuel storage tanks.	F2306
E-1	Above-ground tanks are protected from impact by motor vehicles.	F2306
F-1	Sources of ignition shall not be located within 18 inches of the floor in repair garages.	F2311
G-1	Appropriately rated fire extinguishers are provided in repair garages.	F2311
H-2	A non-coin operated telephone or other means to notify the fire department is provided on-site.	F2304

20. Welding and Other Hot Work

	Description	Code Section
A-1	Hot work is conducted in areas designed or authorized for that work.	F3501
B-1	Combustible materials are protected to prevent ignition.	F3504
C-1	Fire extinguishers with a minimum 2-A:20-B:C ratings are located within 30 feet of hot work area.	F3504

21. Hazardous Materials

	Description	Code Section
A-3	The storage, use, and handling of all hazardous materials are in accordance with Fire Code Section 5003.	F5003

22. Compressed Gases

	Description	Code Section
A-3	Compressed gas containers are marked in accordance with CGA C-7.	F5303
B-3	Compressed gas containers are secured and protected.	F5303
C-3	Protective caps, plugs, or devices are in place.	F5303

23. International Property Maintenance Code

	Description	Code Section
A-1	Required equipment systems, devices, and safeguards are maintained in good working order.	NYS 2016 Uniform Code Supplement 101.2.7.2
B-1	Non-required equipment, devices, and systems are maintained in good working order or removed.	NYS 2016 Uniform Code Supplement 101.2.7.3
C-1	All exterior property and premises shall be maintained in a clean, safe, and sanitary condition.	PM302
D-2	Certificate of elevator inspection is available for review.	PM606

24. Unsafe Structures and Equipment

	Description	Code Section
	<p>An unsafe structure is one that is found to be dangerous to life, health, property, or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe, or of such faulty construction or unstable foundation, that partial or complete collapse is possible.</p> <p>Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the premises or within the structure which is in such disrepair or condition that such equipment is a hazard to life, health, property, or safety of the public or occupants of the premises or structure.</p>	
A-3	If the inspector determines that the building or equipment is unsafe as described above and requires condemnation, he/she shall check this item on the nonconformance sheet, provide a written explanation of the hazard, and contact the State Education Department Office of Facilities Planning at: 518-474-3906 immediately.	PM109

25. Other Requirements

A-3 Document violations of any provisions of the 2015 IFC not specifically addressed elsewhere in this form. List the section number of each code requirement detailing the specifics of the violation.

26. Certifications – Part III

Description

- A-4** Section III-A:
- B-4**
 - Fire Inspector Name
 - Fire Inspector's Registry Number (designated by the NYS Fire Administrator)
- C-4** Section III-B:
- Building Administrator Name
 - Building Administrator's Title
 - Telephone Number
- D-4** Section III-C:
- Name of the School Superintendent
 - School Superintendent Signature (Electronic)
 - Telephone Number
-