

OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

**GENERAL FIRE REQUIREMENTS  
SELF INSPECTION CHECKLIST**

**Guidelines:**

This checklist covers some of the regulations issued by the New Jersey Department of Community Affairs under the Uniform Fire Code (N.J.A.C. 5:70) and the U.S. Department of Labor - OSHA General Industry standards 29 CFR 1910.38 and 1910.159. The Uniform Fire Code has adopted the model code of the Building Officials and Code Administrators International, Inc. known as the "BOCA National Fire Prevention Code" by reference as well as the National Fire Protection Association (NFPA) Standard for General Storage (Standard 231), the Standard for the Installation of Sprinkler Systems (NFPA 13) and the Standard for Fire Doors and Fire Windows (Standard 80). Recommendations from the NFPA Fire Prevention Coded (Standard 1) and Code for Safety to Life from Fire in Buildings and Structures (Standard 101) have also been included. There may be additional requirements under county and/or municipal codes. The local fire code and building code official should be consulted about any additional regulations.

Implementation of some of the regulations may not be the individual classroom teacher's responsibility. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (\*) beside the number of the question. Any question marked with the symbol (☹) indicates a history of previous violations in vocational schools.

**General Requirements**

Please Circle

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|----|---|------------|
| 1. | Are dangerous conditions which are liable to cause or contribute to the spread of fire removed or remedied?<br>[N.J.A.C. 5:70-3.2(a)1{F-102.1.1}] | Y N N/A DK |
| 2. | Are conditions which would interfere with the efficiency and use of any fire protection equipment removed or remedied?                            | Y N N/A DK |

SAFE SCHOOLS: A HEALTH & SAFETY CHECK

UMDNJ-SPH/Environmental and Occupational Health Sciences Institute/New Jersey Department of Education

[N.J.A.C. 5:70-3.2(a)1{F-102.1.1}]

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|-----|---|---|---|-----|----|
| 3.  | Are obstructions to or on fire escapes, stairs, passageways, doors or windows, liable to interfere with the egress of occupants or the operation of the fire department in case of fire removed or remedied? [N.J.A.C. 5:70-3.2(a)1{F-102.1.1}] | Y | N | N/A | DK |
| 4.  | Are accumulations of dust or waste material in air conditioning or ventilating systems or grease in kitchen or other exhaust ducts removed or remedied? [N.J.A.C. 5:70-3.2(a)1{F-102.1.1}]  | Y | N | N/A | DK |
| 5.  | Are accumulations of grease on kitchen cooking equipment, or oil grease or dirt upon, under or around any mechanical equipment removed or remedied? [N.J.A.C. 5:70-3.2(a)1{F-102.1.1}]  | Y | N | N/A | DK |
| 6.  | Are accumulations of rubbish, waste, paper, boxes, shavings, or other combustible materials, or excessive storage of any combustible material removed or remedied? [N.J.A.C. 5:70-3.2(a)1{F-102.1.1}]   | Y | N | N/A | DK |
| 7.  | Are hazardous conditions arising from defective or improperly used or installed electrical wiring, equipment, or appliances removed or remedied? [N.J.A.C. 5:70-3.2(a)1{F-102.1.1}]   | Y | N | N/A | DK |
| 8.  | Are hazardous conditions arising from defective or improperly installed equipment for handling or use of combustible, explosive or otherwise hazardous materials removed or remedied? [N.J.A.C. 5:70-3.2(a)1{F-102.1.1}]                        | Y | N | N/A | DK |
| 9.  | Are dangerous or unlawful amounts of combustible, explosive or otherwise hazardous materials removed or remedied? [N.J.A.C. 5:70-3.2(a)1{F-102.1.1}]  | Y | N | N/A | DK |
| 10. | Are equipment, materials, processes or operations which are in violation of the provisions and intent of the Uniform Fire Code removed or remedied? [N.J.A.C. 5:70-3.2(a)1{F-102.1.1}]  | Y | N | N/A | DK |

## Material Storage

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| 11.  | Are combustible rubbish, oily rags or waste material when kept within a building, stored in an approved metal container? [N.J.A.C. 5:70-3.2{BOCA F-2101.4}]   | Y | N | N/A | DK |
| 12.  | Is the storage of combustible or flammable materials confined to approved storage areas? [N.J.A.C. 5:70-3.2{BOCA F-2101.3}]   | Y | N | N/A | DK |
| 13.  | In sprinkler-enabled buildings, is storage maintained at least 18 inches below sprinkler head deflectors, and is protection provided for the storage height that would result in a 20 ft (6.1 m) distance between the ceiling height and top of storage? [N.J.A.C. 5:70-3.2(a)21i{F-2101.1, NFPA 231 and NFPA 13} and 29 CFR 1910.159(c)(10)] | Y | N | N/A | DK |
| 14.  | In sprinkler-enabled buildings, are sprinkler heads protected from mechanical damage? [29 CFR 1910.159(c)(8)(iii)]  | Y | N | N/A | DK |
| 15.  | Is storage orderly and not within two feet of the ceiling? [N.J.A.C. 5:70-3.2{BOCA F-2103.2}]   | Y | N | N/A | DK |
| 16.  | Is adequate clearance maintained between stored materials and lights and light fixtures to prevent possible ignition? [N.J.A.C. 5:70-3.2{BOCA F-2101.1 and NFPA 231}]   | Y | N | N/A | DK |
| 17.  | Is the clearance between stored materials and unit heaters, radiant space heaters, duct furnaces, and flues not less than three feet in all directions or in accordance with the clearances shown on the approval agency label? [N.J.A.C. 5:70-3.2(a)21iv{F-2103.4}]  | Y | N | N/A | DK |
| 18.☹ | Are accumulations of flammable or combustible waste materials and residues removed so that they would not contribute to a fire? [N.J.A.C. 5:70-3.2{BOCA F-2101.4} and 29 CFR 1910.38(b)(3)]   | Y | N | N/A | DK |

Note: Examples of violations include: open boxes of papers stored under the stairs and stored empty cardboard boxes.

## General Conditions

19. Are flammable materials prohibited for decorative purposes in such quantity to constitute a fire hazard unless such material is flameproofed in an approved manner? [N.J.A.C. 5:70-3.2{BOCA F-306.1}] Y N N/A DK

Note: Such materials include: cotton batting, straw, dry vines, leaves, trees, artificial flowers or shrubbery and foam plastic materials.

20. Are child-prepared artwork and teaching materials that are attached to walls only covering a small percentage, (10-20% at most, approximately) of the wall surface area? [NFPA 1 and 101] Y N N/A DK

21. Are decorative materials such as curtains, draperies, streamers and fabrics noncombustible or flameproofed? [N.J.A.C. 5:70-3.2{BOCA F-306.4}] Y N N/A DK

22. Is decorating electric light bulbs with paper or other combustible materials prohibited unless such materials have first been rendered flameproof? [N.J.A.C. 5:70-3.2{BOCA F-306.1}] Y N N/A DK

23. Is the use of burlap, fish netting or other similar materials suspended from the ceiling prohibited unless approved by the local fire official? [N.J.A.C. 5:70-3.2{BOCA F-306.2}]

24. Is use of an open flame, unprotected light, or heating device near highly flammable, combustible or explosive materials prohibited? [N.J.A.C. 5:70-3.2{BOCA F-402.1}] Y N N/A DK

Note: All lighting appliances should be secured in a glass globe and wire mesh cage or a similar approved device.

25. Is the use of portable kerosene fired heaters prohibited? [N.J.A.C. 5:70-3.2(a)3xvii{F-308.5.2}] Y N N/A DK

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| 26. | Are openings in the walls, floors, or ceilings which would contribute to the spread of fire from one room to another repaired? [N.J.A.C. 5:70-3.2(a)3iii{F-303.2}] | Y N N/A DK |
| 27. | Are wedges or devices holding fire doors open prohibited? [N.J.A.C. 5:70-3.2{BOCA F-303.4.1}]  | Y N N/A DK |
| 28. | Are fire doors tight fitting and in good operational condition to allow for full closure? [N.J.A.C. 5:70-3.2{BOCA F-303.4.1 and NFPA 80}]                          | Y N N/A DK |
| 29. | Is smoking prohibited in school buildings? [N.J.A.C. 5:70-3.2{BOCA F-312.2} and N.J.S.A 26:3D-17]  | Y N N/A DK |

Note: A New Jersey State Statute requires each board of education to make and enforce regulations that prohibit the smoking of tobacco anywhere in its buildings except as part of a classroom instruction or a theatrical production. This legislation was passed for health reasons.

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| 30.  | Are classroom doors automatically self closing? [NFPA 80]   | Y N N/A DK |
| 31.* | Is the school building inspected at least once every 12 months by a county or municipal fire code official and the resulting certificate of inspection posted in a conspicuous location? [N.J.A.C. 5:70-2.5(a) and (d)] | Y N N/A DK |