



OKLAHOMA STATE FIRE MARSHAL  
2401 NW 23rd, Suite 4  
Oklahoma City, OK 73107  
Telephone: 405-522-5005  
Fax: 405-522-5028

## School Self-Inspection

Date:

Number of buildings:

School Name:

Mailing Address:  City:  Zip:

County:  Phone:

Superintendent:

Building Name:

Principal:

Building location:

Occupancy Type:  Construction Type:

Last inspected by:  Last inspection date:

### Exiting

1. Are exit doors equipped with panic hardware?  
NFPA 101-15.2.2.2.2  Yes  No
2. Is panic hardware free of padlocks and chains or other devices that impedes proper operation of the exit door? NFPA 101-7.2.1.7.4  Yes  No
3. Are fire rated doors kept closed?  
NFPA 101-7.2.1.8.1  Yes  No
4. Are all required exit signs visible and operating properly?  
NFPA 101-7.10.1.2.1  Yes  No
5. Are corridors, stairways, and exits free of storage and accessible?  
NFPA 101-7.1.3.2.3  Yes  No
6. Are all corridors at least 72 inches wide?  
NFPA 101-15.2.3.2  Yes  No
7. Do all doors that open into the corridor swing 180 degrees?  
NFPA 101-7.2.1.4.3  Yes  No

## Fire Protection Systems

8. Are fire extinguishers properly mounted and accessible?  
NFPA 101-9.7.4.1

Yes  No

9. When were fire extinguishers last serviced?  
NFPA 101-9.7.4.1

Extinguisher Company:

License #:

10. Is a fire alarm system in place?  
NFPA 101-9.6.1.3

Yes  No

11. Is the fire alarm system panel clear of trouble, supervisory, and silenced signals? NFPA 101-9.6.1.3

Yes  No  N/A

12. When was the fire alarm last serviced?  
NFPA 101-9.6.1.3

NA

13. Is the fire alarm system monitored by an outside agency?  
NFPA 101-9.6.1.3

Yes  No  N/A

Monitoring Company:

**If the fire alarm system is nonfunctioning, a Fire Watch shall be in effect until the system is repaired. A Plan of Correction shall be submitted to the OSFM within 24 hours.**

14. Is a fire sprinkler system in place?  
NFPA 101-9.7.1.1

Yes  No

15. When was fire sprinkler system last serviced?  
NFPA 101-9.7.5

Inspection Company:

16. Are sprinkler valves secured in the open position?  
NFPA 101-9.7.1.1

Yes  No  N/A

17. Is the fire department connection accessible?  
NFPA 101-9.7.1.1

Yes  No  N/A

**If the sprinkler system is nonfunctioning, a Fire Watch shall be in effect until the system is repaired. A Plan of Correction shall be submitted to the OSFM within 24 hours.**

18. Is a kitchen hood and duct suppression system in place?  
NFPA 101-9.2.3

Yes  No

19. When was kitchen hood and duct suppression system last inspected? NFPA 101-9.2.3

NA

Inspection Company:

License #:

20. Is the kitchen staff trained in the use of portable fire extinguishers and the hood and duct suppression system? NFPA 101-9.2.3

Yes  No  N/A

## Mechanical

21. Is proper clearances maintained between heat producing appliances and combustibles? NFPA 101-9.2.2  Yes  No
22. Is the mechanical equipment vented properly? NFPA 101-9.2.2  Yes  No
23. Is the mechanical equipment enclosed properly? NFPA 101-9.2.2  Yes  No

## Electrical

24. Are breaker panel doors kept closed? NFPA 101-9.1.2  Yes  No
25. Are electrical panels accessible? IFC 605.3  Yes  No
26. Are relocatable power taps properly used? IFC 605.4.1-605.4.3, 605.5.1  Yes  No  N/A
27. Are extension cords being used in place of permanent wiring? IFC 605.5  Yes  No
28. Are all junction box cover plates in place? IFC 605.6  Yes  No

## General Fire Safety

29. Does every classroom have a door or window exiting directly to the outside? (applies only to non-sprinklered buildings) NFPA 101-15.2.11.1.1  Yes  No
30. Are fire drills being conducted and proper documentation on site? NFPA 101-15.7.2.3  Yes  No

**Date of last fire drill:**

31. Are clothing and personal effects being stored in corridors? NFPA 101-15.7.4.2  Yes  No
32. Is artwork and teaching materials limited to no more than 20% of wall area? (50% if sprinklered) NFPA 101-15.7.4.3  Yes  No
33. Is building properly equipped with emergency lighting? NFPA 101-15.2.9.1  Yes  No
34. Are open flames being used? NFPA 101-14.7.5  Yes  No
35. Are mechanical, electrical and boiler rooms free of combustible storage? IFC 315.2.3  Yes  No
36. Is storage maintained 2 feet or more below ceiling level in non-sprinkler protected areas and 18 inches below sprinkler head deflectors? IFC 315.2.1  Yes  No

37. Is an evacuation plan established?  
IFC 404.2  Yes  No
38. Do the fire evacuation plans meet the IFC sections 404.3.1.1 through  
404.3.1.9?  Yes  No
39. Has the facility prepared a fire safety plan?  
IFC 404.3.2.1-404.3.2.7  Yes  No
40. Are alcohol based dispensers properly located?  
NFPA 101-8.7.3 and 21.3.2.6  N/A  Yes  No
41. Are fire department access roads or fire lanes blocked?  
IFC 503.4  Yes  No

Deficiencies/ Comments

Deficiencies/comments (cont.)

No Violations

Violations Corrected

# of violations:

Person that conducted inspection:

Supervisor review:

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Review date:

A plan of correction shall be done within:

Send Plan of Correction to Superintendent:

Email Address: