



RICHMOND FIRE DEPARTMENT

FIRE PREVENTION SERVICES DIVISION

INSPECTION CHECKLIST FOR EDUCATIONAL OCCUPANCIES

This checklist is provided to assist you in preparing for your upcoming Annual Fire Inspection. The checklist contains common issues found in schools and does not include all possible violations.

- Fire Sprinkler Inspection Testing and Maintenance Records** – Have a copy of the past 3 quarterly inspection reports and one annual testing report that is no more than 12 months old. A separate report is required for each sprinkler riser.
- Fire Alarm Annual Testing Report** – Have a copy of one annual fire alarm testing report that is no more than 12 months old.
- Private Fire Hydrant Annual Testing Report** – Have a copy of one annual fire hydrant report that is no more than 12 months old. There should be a separate report for each hydrant.
- Kitchen Hood Extinguishing Systems** – Systems should be serviced every 6 months. Tag on system should not be blocked or obstructed.
- Fire Extinguishers** – Tags on extinguishers should be no more than 1 year old. Extinguishers should not be blocked or obstructed.
- Fire Drills** – Have a copy of fire drill records. Drills are required to be conducted monthly at elementary and middle schools. High schools are required to conduct drills twice during the school year. Fire drills must be in addition to any other type of emergency drill.
- Exit Signs** – Make sure exit signs are illuminated and in good working condition.
- Exits** – Make sure all exits are unobstructed and the doors work properly.
- Exit Corridors** – Exit corridors must be kept unobstructed at all times.
- Fire Sprinkler Risers** – Fire sprinkler risers must be unobstructed and accessible at all times.
- Fire Alarm Devices** – Fire alarms, strobes, horn bells must be in good working condition.
- Electrical Rooms** – No storage is allowed in electrical rooms with transformers and main electrical panels. Doors to electrical rooms must be labeled “Electrical Room.”
- Electrical Panels** – Electrical panels not located in electrical rooms must have 36” clearance in front of electrical panels.
- Extension Cords** – Extension cords are not allowed to be used for permanent wiring. Power strips must have built in circuit breaker and be plugged directly into a wall outlet. Unapproved multi-plug adapters or zip cords are not permitted.
- Gasoline and Propane** – Gasoline and propane are not allowed to be stored inside any building.
- Compressed Gas Cylinders** – All compressed gas cylinders must be secured to prevent falling.
- Fire Rated Doors** – All fire rated doors must be kept closed unless they are held open with an approved device that is part of the building alarm system. Doors must close and positively latch.
- Fire Treatment of Curtains** – All curtains including stage curtains should be treated and have a State Fire Marshal seal attached to the product as well as backup documentation of treatment.
- Emergency Lighting** – All emergency lighting should be working. Be prepared to demonstrate that the emergency lighting is in working condition.
- Evacuation Maps** – Evacuation maps should be posted at the exit of each classroom.
- Fire Lanes** – Ensure that fire lanes are clearly marked with appropriate markings: “Fire Lane – No Stopping CVC 22500.1”

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