



Orange County Fire Rescue Department

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PRIVATE SCHOOLS Fire, Health and Safety Guide

An Abridge Guide

April 2005

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PRIVATE SCHOOLS

Fire, Health and Safety Guide

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1. INTRODUCTION:

The intent of this guide is to assist the school administrators, principals, and school staff with a simplistic and systematic approach to provide and maintain the school safe of fire and life safety hazards. This is not intended to be an all-inclusive Fire Code for schools, but rather a focus of the priority requirements and practices of Fire and Life Safety in Private Schools in Orange County, Florida. Additionally, a courtesy copy of the Health Code requirements is also included (F.A.C. 64E-13, School Sanitation).

Fire Safety is based on the principle that preventing a fire is the most effective means for reducing loss due to fire. Changing or controlling the source of heat that leads to ignition, the source of fuel that is first ignited, or the circumstances by which the two are brought together, achieves this goal. This guideline minimally assists in providing, maintaining, and controlling the conditions that may result in a fire. However, this belief takes into consideration that the best-made plans, even at their most minute detail, may fail either by intentional, unintentional, or acts of nature. Therefore, fire safety in the school starts in the design and construction of the physical building, supported by the maintenance of fire protection and egress systems, and practiced through the operational behaviors of the schools.

The Orange County Fire Rescue Department recognizes that a fire can still happen and may happen. Therefore, the most important conditions of Fire Safety that a school shall uphold at all times, is "early notification and rapid egress". The Fire Alarm system must be complete and fully operational at all times, and all exiting out of and away from the building must be secured, unobstructed, and in no way impeded to prevent individuals from successfully escaping a hazardous event. This guideline is meant to assist your organization to preserve the Fire Protection and egress systems and make Fire Prevention a conscientious and deliberate decision in the schools as an everyday practice.

2. FACILITY REQUIREMENTS:

To operate a Private School in unincorporated Orange County, the facility must be first registered with the Department of Education (DOE).

<http://www.firn.edu/doe/choice/onps.htm>

Private schools are corporations, churches or private proprietary businesses. Opening a private elementary or secondary school has two steps:

- (1) Establishing a private school as a corporation, church or business; and
- (2) Registering the existence of that private school, once established, with the Department of Education.

First, applications to establish a non-profit organization with the purpose of creating a private elementary or secondary school are handled by the Office of the Secretary of State, Division of Corporations. The telephone number for the Division is (850) 245-6052; however, you may obtain information about starting such a business by visiting the

Division of Corporation's website at: www.sunbiz.org. Once there, click on either "Starting a Business" or on the "Division of Corporation's Homepage."

Second, churches are also usually structured as nonprofit corporations. If the school is seeking to operate a private elementary or secondary school in church space or as a part of a church's corporate charter, it should work directly with the particular church's owner board legal representative and the denomination's state headquarters or association.

Proprietary (for profit) private elementary and secondary schools need an occupational business license issued by Orange County and are subject to all building, zoning, public safety, and inspection regulations of the county. These three routes are the most common ways to become a private school.

Legislative intent not to regulate, control, approve or accredit non-public educational institutions, churches, their ministries, religious instruction, freedoms or rites, is explicit. **The Department of Education does not have jurisdiction and there are very few references to private schools in Florida law.** There is no state regulation of private school accrediting agencies. Consequently, there are many, with widely variant quality standards and requirements. Orange County has established land use plans and zoning laws. Representatives from the Orange County Fire Rescue Department and Florida Department of Health for compliance with health and safety regulations routinely inspect all school buildings, public and private. For those licensed as a business delivering private education services, commerce regulations apply.

[Florida Statutes applicable to non-public schools.](#)

Sections of the Florida Administrative Code applicable to non-public schools are as follows:

[6A-1.09512 Equivalent minimum school term](#)

Additionally, as a private school in unincorporated Orange County, the school should obtain an Occupational License as required under the Orange County Code and Ordinances.

The county licensing process begins at the Occupational License Office located on the second floor of the County Administration Center, 201 South Rosalind Avenue, Orlando, Florida. An application for an Orange County Occupational License must contain:

1. Applicant's notarized signature. Proof of identification with signature will be required for comparison.
2. Any state/county licenses or certifications (or competency cards) when appropriate.
3. Applications for occupational licenses within Orange County must be accompanied by the following:
 - The complete legal description of the property where the business is to be located.
 - Property owner's name and address.

At the OCCUPATIONAL LICENSE OFFICE, the following process will occur:

STEP 1

- A business code is assigned
- Applicant is advised that approval will be required from the Orange County Public Health Unit if the business plans to use a septic tank.

STEP 2
ZONING DEPARTMENT:

- Determines whether or not the zoning classification is correct for the proposed use.
- Checks the comprehensive police plan for consistency.

Note: Step 3 is required if the business is utilizing a septic tank. If the business is not utilizing a septic tank, omit Steps 3 and 4. Proceed to Step 5.

STEP 3
HEALTH AND REHABILITATIVE SERVICES OF ORANGE COUNTY PUBLIC HEALTH UNIT/ ENVIRONMENTAL HEALTH:

- Prior to the issuance of an Occupational License, state law requires that the Orange County Public Health Unit inspect and approve any building or locations that use an existing septic tank and/or those that propose the use of a septic tank.
- (APPLICABLE FEES WILL APPLY)

STEP 4
ENVIRONMENTAL PROTECTION DEPARTMENT:

- The Orange County Public Health Unit/Environmental Health will forward a copy of the land use permit to the Orange County Environmental Protection Department. If the facilities have the potential for industrial, toxic or hazardous waste production and are serviced by an on-site sewage disposal system, the Environmental Protection Department will inspect to determine if an in-ground monitoring well is required.

STEP 5
OCCUPATIONAL LICENSE OFFICE:

- Applicant submits written approval from the Orange County Public Health Unit if septic tanks are used.
- Applicant signs disclaimer on license application.
- Applicant pays fees and license is issued.

WHAT HAPPENS AFTER AN OCCUPATIONAL LICENSE IS ISSUED?

***The issuance of an Occupational License is not authorization to occupy a building. Prior to occupancy, each tenant must obtain a Certificate of Occupancy from the Building Department.**

GUIDE TO OBTAINING A CERTIFICATE OF OCCUPANCY:

An occupational license DOES NOT allow a business to operate at a specific address or on a specific piece of property.

A Use Permit is issued to generate a Certificate of Occupancy, which allows a business to occupy a specific building or section of a building.

1. Documents needed for a Use Permit:
 - Copy of Occupational License Application
 - Scaled/dimensional floor plan
 - Property owner's name, address, and telephone number
 - \$25.00

When the school brings the above documents to the Plans Coordination Section of the Building Department, a Use Permit will be issued and an inspection will need to be scheduled. The inspection can be scheduled for the following workday or a day of the school's choice, upon request. The inspection may be scheduled by calling the automated system at 407-836-2825 or the office line at 407-836-5550.

The Building Inspectors' hours are Monday through Friday between 7:30 a.m. and 3:30 p.m. Someone must be present during those times on the day of the inspection to grant access to the inspector.

To obtain your Certificate of Occupancy, call the Records Department at 407-836-5768, one working day after the passed inspection. Please be ready to give the school's building permit number, which is located in the upper right hand corner of the building permit receipt beginning with the letter B.

If the administration has any questions, please contact Plans Coordination at 407-836-5760, Monday through Friday between 7:30 a.m. and 5:30 p.m.

Health and Rehabilitative Services/Orange County Public Health Unit Environmental Health:

A \$50.00 application fee is required for the existing systems verifications. Additional permit fees will be required if the existing septic facilities are required to be upgraded.

Occupational License Fee:

The Occupational License Office charges fees appropriate for the type of business, according to the county's approved fee schedule, at the time the license is issued. The charges are in addition to all other fees charged by the various departments.

PHONE NUMBERS:

Information regarding the land use permit process may be obtained by contacting the appropriate department at the numbers listed below:

Occupational License Department	(407) 836-5650
Zoning Department	(407) 836-5525
HRS/Orange County Public Health Unit	(407) 836-2550
Environmental Health Section	(407) 836-1660
Environmental Protection Department	(407) 836-7400
Building Division	(407) 836-5550
Plans Coordination Section	(407) 836-5760

3. GENERAL CLASSROOM REQUIREMENTS

NFPA 101, 15.1 General Requirements.

15.1.1 Application.

15.1.1.1 The requirements of this chapter shall apply to existing buildings or portions thereof currently occupied as educational occupancies.

15.1.2 Multiple Occupancies.

15.1.2.1 Multiple occupancies shall be in accordance with 6.1.14. Where incidental to another occupancy, areas used as follows shall be permitted to be considered part of the Educational occupancy and shall be subject to the provisions of this *Code*. Examples of uses that might be incidental to another occupancy include the following:

1. A small storage area (storage) in any school
2. Minor office space (business) in any school
3. A maintenance area (industrial) in any school

15.1.4 Classification of Occupancy. See 6.1.3.

15.1.4.1 Educational occupancies shall include all buildings used for educational purposes through the twelfth grade by six or more persons for 4 or more hours per day or more than 12 hours per week.

15.1.4.2 Educational occupancies shall include part-day preschools, kindergartens, and other schools whose purpose is primarily educational, even though the children who attend such schools are of preschool age.

15.1.7 Occupant Load.

15.1.7.1 The occupant load, in number of persons for whom means of egress and other provisions are required, shall be determined on the basis of the occupant load factors of:

Classrooms	20 square feet net
Shops, laboratories, vocational rooms	50 square feet net

that are characteristic of the use of the space or shall be determined as the maximum probable population of the space under consideration, whichever is greater.

15.1.7.2 The occupant load of an educational occupancy, or a portion thereof, shall be permitted to be modified from that specified in 15.1.7.1 if the necessary aisles and exits are provided.

15.1.7.3 An approved aisle or seating diagram shall be required by the authority having jurisdiction to substantiate the modification permitted in 15.1.7.2.

15.2 Means of Egress Requirements.

15.2.1.2 Rooms normally occupied by preschool, kindergarten, or first-grade students shall be located on a level of exit discharge, unless otherwise permitted by 15.2.1.4.

15.2.1.4 Rooms or areas located on floor levels other than as specified in 15.2.1.2 shall be permitted to be used where provided with independent means of egress dedicated for use by the preschool, kindergarten, or first-grade.

To clarify:

1. A building, which has the main purpose to provide educational instruction, shall follow the requirements of the Life Safety Code (NFPA 101). All other minor uses of the building shall meet the more stringent requirements of the Education Occupancy. If the building is used for gathering large numbers of people, the code for assembly occupancy may also apply.
2. To be a school, classes up to the 12th grade must be made up of 6 or more students, meeting for at least 4 hours a day or for more than 12 hours per week.
3. A class size is determined by the net square footage space available, minus teacher's desk, bookcases, file cabinets, and other furniture (not counting the student desk), then divided by 20. For example, a space that is 300 square feet, but decreased to 260 square feet after the subtraction of furniture, can only be occupied as a classroom for 13 students. A classroom layout plan must be available for review and to serve as verification of each classroom capacity.
4. No students that are in Pre-K through the 1st Grade are permitted on the 2nd Floor for any purpose, unless approved independent exiting has been provided. "Independent Exiting" means a separate stair that is not and cannot be used by any of the older students.

4. EXITS

NFPA 101, 15.2.3.2 Minimum Corridor Width. Exit access corridors shall have not less than 1830 mm (72 in.) of clear width.

15.2.5.4 Every room that is normally subject to student occupancy shall have an exit access door leading directly to an exit access corridor or exit, unless otherwise permitted by the following:

- (1) This requirement shall not apply where an exit door opens directly to the outside or to an exterior balcony or corridor as described in 15.2.5.8.
- (2) One room shall be permitted to intervene between a normally occupied student room and an exit access corridor, provided that all of the following criteria are met:
 - (a) The travel from a room served by an intervening room to the corridor door or exit shall not exceed 23 m (75 ft).

- (b) Clothing, personal effects, or other materials deemed hazardous by the authority having jurisdiction shall be stored in metal lockers, provided that they do not obstruct the exit access, or the intervening room shall be sprinklered in accordance with Section 9.7.
- (c) One of the following means of protection shall be provided:
 - i. The intervening room shall have approved fire detection that activates the building alarm.
 - ii. The building shall be protected by an approved automatic sprinkler system in accordance with Section 9.7.

(3) Approved existing arrangements shall be permitted to continue in use.

NFPA 101, 15.2.9 Emergency Lighting.

15.2.9.1 Emergency lighting shall be provided in accordance with Section 7.9 unless otherwise permitted by 15.2.9.2.

15.2.9.2 Approved existing emergency lighting installations shall be permitted to be continued in use.

NFPA 101, 15.2.10 Marking of Means of Egress. Means of egress shall have signs in accordance with Section 7.10

NFPA 101, 15.2.11.1 Windows for Rescue.

15.2.11.1.1 Every room or space greater than 23.2 m² (250 ft²) and used for classroom or other educational purposes or normally subject to student occupancy shall have not less than one outside window for emergency rescue that complies with the following, unless otherwise permitted by 15.2.11.1.2:

- (1) Such windows shall be openable from the inside without the use of tools and shall provide a clear opening of not less than 510 mm (20 in.) in width, 610 mm (24 in.) in height, and 0.5 m² (5.7 ft²) in area.
- (2) The bottom of the opening shall be not more than 1120 mm (44 in.) above the floor, and any latching device shall be capable of being operated from not more than 1370 mm (54 in.) above the finished floor.
- (3) The clear opening shall allow a rectangular solid, with a width and height that provides not less than the required 0.5-m² (5.7-ft²) opening and a depth of not less than 510 mm (20 in.), to pass fully through the opening.

15.2.11.1.2 The requirements of 15.2.11.1.1 shall not apply to the following:

- (1) Buildings protected throughout by an approved automatic sprinkler system in accordance with Section 9.7.
- (2) Where the room or space has a door leading directly to the outside of the building.
- (3) Rooms located higher than three stories above grade.
- (4) Where awning-type or hopper-type windows that are hinged or subdivided to provide a clear opening of not less than 0.38 m² (4 ft²) or any dimension of not less than 560 mm (22 in.), the following shall apply:
 - (a) Such windows shall be permitted to continue in use.
 - (b) Screen walls or devices located in front of required windows shall not interfere with rescue requirements.
- (5) Where the room or space complies with the following:
 - (a) Doors shall exist that allow travel between adjacent classrooms.
 - (b) Where doors are used to travel from classroom to classroom, they shall provide one of the following:
 - i. Direct access to exits in both directions
 - ii. Direct access to an exit in one direction and to a separate smoke compartment that provides access to another exit in the other direction
 - (c) The corridor shall be separated from the classrooms by a wall that resists the passage of smoke, and all doors between the classrooms and the corridor shall be self-closing or automatic-closing in accordance with 7.2.1.8.
 - (d) The length of travel to exits along such paths shall not exceed 46 m (150 ft).
 - (e) Each communicating door shall be marked in accordance with Section 7.10.
 - (f) No locking device shall be permitted on the communicating doors.

NFPA 101, 15.7.3 Inspection.

15.7.3.1* It shall be the duty of principals and teachers to inspect all exit facilities daily to ensure that all stairways, doors, and other exits are in proper condition.

A.15.7.3.1 Particular attention should be given to keeping all doors unlocked; keeping doors that serve to protect the safety of paths of egress closed and under no conditions blocked open, such as doors on stairway enclosures; keeping outside stairs and fire escape stairs free from all obstructions and clear of snow and ice; and allowing no accumulation of snow or ice or materials of any kind outside exit doors that might prevent the opening of the door or interfere with rapid escape from the building.

Any condition likely to interfere with safe egress should be corrected immediately, if possible, or otherwise should be reported at once to the appropriate authorities.

15.7.3.2 Open plan buildings shall require extra surveillance to ensure that exit paths are maintained clear of obstruction and are obvious.

To Clarify:

1. There must be at least two exits from every area.
 - Secondary emergency exit (except in fully sprinkled facilities) that is not blocked, obstructed, or impeded by any furniture or other items.
 - A secondary exit can be an Emergency Escape Window meeting specific criteria
2. Exits must be accessible without the use of any key, tool or special knowledge. (Security can be provided with approved alarm locks.)
3. Exits must be marked with an exit sign that is visible at all times (even when power is lost to the building).
4. Storage, furniture, trash, etc. are not allowed in corridors or stairways. Corridors must be a minimum of six feet wide of clear passage.
5. Fire doors to classrooms, stairways and storage rooms must close and latch automatically.
6. Fire doors may not be propped open. Fire doors can stay open if they are on approved magnetic door holders released by the activation of automatic smoke detectors and/or the Fire Alarm System.
7. The walls and ceilings of corridors and stairwells are given a rating, and must be solid and not have any holes or other damage. Limited combustible decorations can be attached to corridor and stairwell walls.
8. Corridors must be a minimum of six (6) feet wide without items such as book bags, backpacks, or any clothing decreasing that width.
9. Exits must not be hidden or obstructed by draperies, blinds, furniture, decorations, etc. (this includes exterior portions of exits – bushes may need to be removed).
- 10. Corridor doors must be solid (20 minute fire rated) with automatic door closers and maintained in the closed position- NO WEDGES OR DROP DOWN HOLD DEVICES!**
- 11. A FIRE WATCH is required in any facility where exits are not provided correctly or are inadequate (See Section 19 on Page 33).**

5. FIRE ALARM/ SMOKE ALARMS:

NFPA 101, 15.3.4.1.1 Educational occupancies shall be provided with a fire alarm system in accordance with Section 9.6.

15.3.4.1.2 The requirement of 15.3.4.1.1 shall not apply to buildings meeting all of the following criteria:

- (1) Buildings having an area not exceeding 93 m² (1000 ft²)
- (2) Buildings containing a single classroom
- (3) Buildings located not less than 15 m (50 ft) from another building

NFPA 101, 15.3.4.2 Initiation.

15.3.4.2.1 General. Initiation of the required fire alarm system shall be by manual means in accordance with 9.6.2.1(1), unless otherwise permitted by the following:

- (1) Manual fire alarm boxes shall not be required where permitted by 15.3.4.2.3.
- (2) In buildings where all normally occupied spaces are provided with a two-way communication system between such spaces and a constantly

attended receiving station from where a general evacuation alarm can be sounded, the manual fire alarm boxes shall not be required, except in locations specifically designated by the authority having jurisdiction.

15.3.4.2.2 Automatic Initiation. In buildings provided with automatic sprinkler protection, the operation of the sprinkler system shall automatically activate the fire alarm system in addition to the initiation means required in 15.3.4.2.1.

15.3.4.2.3 Alternative Protection System. Manual fire alarm boxes shall be permitted to be eliminated in accordance with 15.3.4.2.3.1 or 15.3.4.2.3.2.

15.3.4.2.3.1* Manual fire alarm boxes shall be permitted to be eliminated where all of the following conditions apply:

- (1) Interior corridors are protected by smoke detectors using an alarm verification system as described in *NFPA 72[®], National Fire Alarm Code[®]*.
- (2) Auditoriums, cafeterias, and gymnasiums are protected by heat or other approved detection devices.
- (3) Shops and laboratories involving dusts or vapors are protected by heat or other approved detection devices.
- (4) Provision is made at a central point to manually activate the evacuation signal or to evacuate only affected areas.

15.3.4.2.3.2* Manual fire alarm boxes shall be permitted to be eliminated where all of the following conditions apply:

- (1) The building is protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7.
- (2) Provision is made at a central point to manually activate the evacuation signal, or to evacuate only affected areas.

NFPA 101, 15.3.4.3 Notification.

15.3.4.3.1 Occupant Notification.

15.3.4.3.1.1* Occupant notification shall be accomplished automatically in accordance with 9.6.3.

15.3.4.3.1.2 Positive alarm sequence shall be permitted in accordance with 9.6.3.4.

15.3.4.3.1.3 Where acceptable to the authority having jurisdiction, the fire alarm system shall be permitted to be used for other emergency signaling or for class changes, provided that the fire alarm is distinctive in signal and overrides all other use.

15.3.4.3.1.4 To prevent students from being returned to a building that is burning, the recall signal shall be separate and distinct from any other signals and such signal shall be permitted to be given by use of distinctively colored flags or banners.

15.3.4.3.1.5 If the recall signal required by 15.3.4.3.1.4 is electric, the push buttons or other controls shall be kept under lock, the key for which shall be in the possession of the principal or another designated person in order to prevent a recall at a time when there is an actual fire.

15.3.4.3.1.6 Regardless of the method of recall signal, the means of giving the recall signal shall be kept under lock.

15.3.4.3.2 Emergency Forces Notification. Wherever any of the school authorities determine that an actual fire exists, they shall immediately call the local fire department using the public fire alarm system or other available facilities.

To clarify:

1. Every building must have a fire alarm system that is working at all times.
 - Fire alarm system trouble signals are an indication that there is a problem with the system or that a sprinkler valve may be closed.
 - A trouble signal is a constant high-pitched noise or intermittent beep, which will be heard at the fire alarm annunciation panel (near the front door) and/or the fire alarm control panel (in a mechanical area).
 - Report trouble signals for repair to your Florida Licensed Fire Alarm Contractor for immediate service and repair.
 - **A FIRE WATCH is required in any facility where the fire alarm system is not operational (See Section 19 on Page 33).**
2. Each bell or horn, manual pull station, smoke detector, heat detector, flow switch or any other fire alarm device must be in working order.

3. The manual pull stations, smoke detectors and bells or horns must not be obstructed or painted.
4. When it is sounding, the fire alarm must be heard in every area of the building with decibel reading of 15dB above ambient noise.
5. **Florida Administrative Code 69A- 48 requires fire alarm systems to be inspected, tested, and maintained in accordance with standards adopted within FAC 69A-60. NFPA 72 Chapter 10 deals with the inspection, testing, and maintenance of fire alarm systems. It requires non-certificated panels to be inspected quarterly by a licensed contractor. State law regulates Fire Alarm Systems, and requires all work performed on them to be done by a state-licensed contractor.**
6. **Documentation and records of all testing, maintenance, and service must be maintained on the premises and available to the fire inspector during an inspection.**
7. **Single station smoke alarms are required to have an annual function test to assure that smoke will enter the chamber and the alarm will sound. Provide and maintain record of event. Correct any deficiencies.**
8. Per Florida Statue 806.10: Any person who willfully and maliciously injures destroys, removes, or in any manner interferes with the use of, any vehicles, tools, equipment, water supplies, hydrants, towers, buildings, communication facilities, or other instruments or facilities used in the detection, reporting, suppression, or extinguishment of fire shall be guilty of a felony of the third degree, punishable as provide in s. 775.082, 2. 775.083, or s. 775.084.

6. WATER PROTECTION SYSTEMS: AUTOMATIC FIRE SPRINKLERS & HYDRANTS (WHERE INSTALLED)

NFPA 101, 15.3.5 Extinguishment Requirements.

15.3.5.1 Where student occupancy exists below the level of exit discharge, every portion of such floor shall be protected throughout by an approved automatic sprinkler system in accordance with Section 9.7.

15.3.5.2 Where student occupancy does not exist on floors below the level of exit discharge, such floors shall be separated from the rest of the building by 1-hour fire resistance-rated construction or shall be protected throughout by an approved automatic sprinkler system in accordance with Section 9.7.

15.3.5.3 Automatic sprinkler protection shall not be required where student occupancy exists below the level of exit discharge, provided that both of the following criteria are met:

- (1) The approval of the authority having jurisdiction shall be required.
- (2) Windows for rescue and ventilation shall be provided in accordance with 15.2.11.1.

15.3.5.4 Buildings with unprotected openings in accordance with 8.6.6 shall be protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7.

15.3.5.5 Where another provision of this chapter requires an automatic sprinkler system, the sprinkler system shall be installed in accordance with 9.7.1.1(1).

NFPA 1, 18.3 Water Supplies and Fire Hydrants.

18.3.1* An approved water supply capable of supplying the required fire flow for fire protection shall be provided to all premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved into the jurisdiction.

18.3.2* Where no adequate or reliable water distribution system exists, approved reservoirs, pressure tanks, elevated tanks, fire department tanker shuttles, or other approved systems capable of providing the required fire flow shall be permitted.

18.3.3* The number and type of fire hydrants and connections to other approved water supplies shall be capable of delivering the required fire flow and shall be provided at approved locations.

18.3.4 Fire hydrants and connections to other approved water supplies shall be accessible to the fire department.

18.3.5 Private water supply systems shall be tested and maintained in accordance with NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*.

To Clarify:

1. Sprinkler systems, if provided, must be operational at all times.
 - A trouble signal on the fire alarm system may indicate that a sprinkler valve is closed.
2. Sprinklers must not be obstructed, painted, or damaged [including obstructions greater than 48 inches by a loft unit attached to the wall(s)].
 - Report damaged sprinklers to your licensed Fire Sprinkler Contractor.
3. **Sprinkler systems, where installed, must be tested in accordance with NFPA 25 (Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems). State law regulates Fire Sprinkler Systems, and requires all work performed on them to be done by a state-licensed contractor.**
4. Documentation and records of all testing, maintenance, and service must be maintained on the premises and available to the fire inspector during an inspection.
5. Eighteen (18) inches of clearance must be maintained from all sprinkler heads across the plane of the space.
6. Hydrants are required to be flowed annually by a private Florida State licensed contractor
7. Hydrants must be maintained and unobstructed, including from parked vehicles.

7. INTERIOR FINISH (WALLS, CEILINGS, FLOORS)

NFPA 101, 15.3.3.2 Interior Wall and Ceiling Finish. Interior wall and ceiling finish materials complying with Section 10.2 shall be permitted as follows:

- (1) Exits — Class A
- (2) Corridors and lobbies — Class A or Class B
- (3) Low-height partitions not exceeding 1525 mm (60 in.) and used in locations other than exits — Class A, Class B, or Class C

NFPA 101, 15.7.4 Furnishings and Decorations.

15.7.4.1 Draperies, curtains, and other similar furnishings and decorations in educational occupancies shall be in accordance with the provisions of 10.3.1. (Fire Resistant Treated)

NFPA 1, 20-2.3.3.2* Where required by the applicable provisions of this Code, draperies, curtains, and other similar loosely hanging furnishings and decorations shall be flame resistant as demonstrated by testing in accordance with NFPA 701, *Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.* (101:10.3.1)

NFPA 1, 20-2.3.3.3* Furnishings or decorations of an explosive or highly flammable character shall not be used. (101:10.3.5)

NFPA 1, 20-2.3.3.4 Fire-retardant coatings shall be maintained to retain the effectiveness of the treatment under service conditions encountered in actual use. (101:10.3.6)

15.7.4.2 Clothing and personal effects shall not be stored in corridors, unless otherwise permitted by the following:

- (1) This requirement shall not apply to corridors protected by an automatic sprinkler system in accordance with Section 9.7.
- (2) This requirement shall not apply to corridor areas protected by a smoke detection system in accordance with Section 9.6.
- (3) This requirement shall not apply to storage in metal lockers, provided that the required egress width is maintained.

15.7.4.3 Artwork and teaching materials shall be permitted to be attached directly to the walls in accordance with the following:

- (1) The artwork and teaching materials shall not exceed 20 percent of the wall area in a building that is not protected throughout by an approved automatic sprinkler system in accordance with Section 9.7.
- (2) The artwork and teaching materials shall not exceed 50 percent of the wall area in a building that is protected throughout by an approved automatic sprinkler system in accordance with Section 9.7.

NFPA 1, Table 10-15.1

Combustible vegetation and natural cut Christmas trees shall not be permitted in educational occupancies.

To Clarify:

1. The interior finish of corridors, stairways, foyers, lobbies and other exits must not be able to readily ignite or burn. This will require very limited use of paper and plastics in the hallways.
2. There shall be no combustible storage in the hallways.
3. The use of flammable decorations is prohibited. No foam products or live Christmas trees (unless it meets an exception).
4. Only 20% of the classroom wall surface can be covered with student artwork or teaching aids.

Exception: If space has an automatic sprinkler system, the wall coverage can be increased to allow up to 50%.

8. ELECTRICAL

NFPA 1, 11-1 Electrical Fire Safety.

11-1.1 This section shall apply to new, existing, permanent, or temporary electrical appliances, equipment, fixtures, or wiring.

11-1.1.1 Existing installations shall be permitted to be continued in use provided the lack of conformity does not present an imminent hazard danger.

11-1.2 All electrical appliances, fixtures, equipment, or wiring shall be installed and maintained in accordance with NFPA 70, *National Electrical Code*®.

11-1.3 Permanent wiring shall be installed and maintained in accordance with NFPA 70, *National Electrical Code*.

11-1.4 Permanent wiring abandoned in place shall be tagged or otherwise identified at its termination and junction points as "Abandoned in Place" or removed from all accessible areas and insulated from contact with other live electrical wiring or devices.

11-1.5 Extension cords shall not be used as a substitute for permanent wiring.

NFPA 101, 15.5.1 Utilities. Utilities shall comply with the provisions of Section 9.1.

To Clarify:

1. Electrical appliances and cords must be in good condition.
2. Extension cords are for temporary use only.
 - Only UL approved multiple outlet power strips with built-in breakers or fuses with a cord up to six (6) ft in length are acceptable.
 - Extension cords may not be used in place of fixed building wiring.
 - Electrical outlets must not be overloaded.
 - Electrical cords must not be run under rugs or through doors.
 - Outlet power strips shall not be run in series.
3. NFPA 70 (the National Electric Code) requires at least 30 inches of clearance be provided in front of all electrical panels and controls (including Fire Alarm Control Panels).

9. EMERGENCY AND EXIT LIGHTING

NFPA 101, 15.2.9 Emergency Lighting.

15.2.9.1 Emergency lighting shall be provided in accordance with Section 7.9 unless otherwise permitted by 15.2.9.2.

15.2.9.2 Approved existing emergency lighting installations shall be permitted to be continued in use.

NFPA 101, 7.9.2.5 The emergency lighting system shall be either continuously in operation or shall be capable of repeated automatic operation without manual intervention.

NFPA 101, 7.9.3 Periodic Testing of Emergency Lighting Equipment.

7.9.3.1 Required emergency lighting systems shall be tested in accordance with one of the three options offered by 7.9.3.1.1, 7.9.3.1.2, or 7.9.3.1.3.

7.9.3.1.1 Testing of required emergency lighting systems shall be permitted to be conducted as follows:

- i. Functional testing shall be conducted at 30-day intervals for not less than 30 seconds.
- ii. Functional testing shall be conducted annually for not less than 1½ hours if the emergency lighting system is battery powered.
- iii. The emergency lighting equipment shall be fully operational for the duration of the tests required by 7.9.3.1.1(1) and 7.9.3.1.1(2).
- iv. Written records of visual inspections and tests shall be kept by the owner for inspection by the authority having jurisdiction.

7.9.3.1.2 Testing of required emergency lighting systems shall be permitted to be conducted as follows:

- (1) Self-testing/self-diagnostic battery-operated emergency lighting equipment shall be provided.
- (2) Self-testing/self-diagnostic battery-operated emergency lighting equipment shall automatically perform not less than once every 30 days a test for not less than 30 seconds and a diagnostic routine.
- (3) Self-testing/self-diagnostic battery-operated emergency lighting equipment shall indicate failures by a status indicator.
- (4) A visual inspection shall be performed at intervals not exceeding 30 days.
- (5) Functional testing shall be conducted annually for not less than 1½ hours.
- (6) Self-testing/self-diagnostic battery-operated emergency lighting equipment shall be fully operational for the duration of the 1½ hour test.
- (7) Written records of visual inspections and tests shall be kept by the owner for inspection by the authority having jurisdiction.

7.9.3.1.3 Testing of required emergency lighting systems shall be permitted to be conducted as follows:

- (1) Computer-based, self-testing/self-diagnostic battery-operated emergency lighting equipment shall be provided.
- (2) The emergency lighting equipment shall automatically perform not less than once every 30 days a test for not less than 30 seconds and a diagnostic routine.
- (3) The emergency lighting equipment shall automatically perform annually a test for not less than 1½ hours.
- (4) The emergency lighting equipment shall be fully operational for the duration of the tests required by 7.9.3.1.3(2) and 7.9.3.1.3(3).
- (5) The computer-based system shall be capable of providing a report of the history of tests and failures at all times.

7.10.9.1 Inspection.

Exit signs shall be visually inspected for operation of the illumination sources at intervals not to exceed 30 days or shall be periodically monitored in accordance with 7.9.3.1.3.

7.10.9.2 Testing.

Exit signs connected to or provided with a battery-operated emergency illumination source, where required in 7.10.4, shall be tested and maintained in accordance with 7.9.3.

To Clarify:

1. All corridors, stairwells, windowless classrooms, and assembly areas must have adequate emergency lighting powered by batteries or an emergency generator or emergency power supply.

2. Emergency lighting must be capable of providing illumination for a period of 1-1/2 hours.
3. **Emergency and exit lighting must be tested in accordance with the Florida Fire Prevention Code. Monthly testing and maintenance documentation must be maintained on the premises, and records shall be available to the fire inspector. A 90-minute annual battery test is required to be performed and documented prior to the annual Fire/Safety inspection.**
4. **All exit signage must be visible and conspicuous of exit location at all times**

10. KITCHEN FIRE SUPPRESSION SYSTEMS

NFPA 101, 15.3.2.2 Cooking facilities shall be protected in accordance with 9.2.3. Openings shall not be required to be protected between food preparation areas and dining areas.

NFPA 101, 9.2.3 Commercial Cooking Equipment.

Commercial cooking equipment shall be in accordance with NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, unless existing installations, which shall be permitted to be continued in service.

To clarify:

1. Kitchen fire suppression systems are required to protect the kitchen exhaust hood and deep fryers, griddles, stovetops and broilers.
 - **A qualified Florida licensed contractor must service kitchen fire suppression systems every 6 months.**
 - **Required tags on the system, located at the chemical agent tanks and the manual activation station, shall indicate the last date that service was performed.**
 - Exhaust system shall be inspected periodically and cleaned as needed to remove grease and deposits of residues.
2. Cooking in classrooms with warming plates, electric griddles, single burner units, Foreman Grills, " baby" fryers, or electric frying pans is prohibited. Microwave ovens need to be evaluated for use with confirmation of available electrical circuitry to handle any load demand

11. FIRE EXTINGUISHERS

NFPA 1, 13.6.1.1 The installation, maintenance, selection, and distribution of portable fire extinguishers shall be in accordance with this section and NFPA 10, *Standard for Portable Fire Extinguishers and Section 13.6.*

13.6.3.2 Portable fire extinguishers shall be maintained in a fully charged and operable condition and shall be kept in their designated places at all times when they are not being used. [10:1.5.2]

13.6.3.3 Fire extinguishers shall be conspicuously located where they will be readily accessible and immediately available in the event of fire. Preferably, they shall be located along normal paths of travel, including exits from areas. [10:1.5.3]

NFPA 1, 13.6.6.8.2 Inspection.

13.6.6.8.2.1* Frequency. Fire extinguishers shall be inspected when initially placed in service and thereafter at approximately 30-day intervals. Fire extinguishers shall be inspected, manually or by electronic monitoring, at more frequent intervals when circumstances require. [10:6.2.1]

13.6.6.8.2.2 Inspection Recordkeeping.

- (A) Personnel making inspections shall keep records of all fire extinguishers inspected, including those found to require corrective action. [10:6.2.4.1]
- (B) At least monthly, the date the inspection was performed and the initials of the person performing the inspection shall be recorded. [10:6.2.4.2]
- (C) Records shall be kept on a tag or label attached to the fire extinguisher, on an inspection checklist maintained on file or by an electronic method that provides a permanent record. [10:6.2.4.3]

13.6.6.8.3* Maintenance.

13.6.6.8.3.1 Frequency. Fire extinguishers shall be subjected to maintenance at intervals of not more than 1 year, at the time of hydrostatic test, or when specifically indicated by an inspection or electronic notification. [10:6.3.1]

13.6.6.8.3.2 Fire extinguishers removed from service for maintenance or recharge shall be replaced by a fire extinguisher suitable for the type of hazard being protected and shall be of at least equal rating. [10:6.3.1.4]

13.6.6.8.3.3* Maintenance Recordkeeping. Each fire extinguisher shall have a tag or label securely attached that indicates the month and year the maintenance was performed and that identifies the person performing the service. [10:6.3.4]

To Clarify:

1. A fire extinguisher is required within 75 feet of every area. A fire extinguisher is also required in the kitchen and mechanical rooms.
2. FAC 69A-21 requires that fire extinguishers are to be inspected and serviced annually (or if they have been used or expelled) by qualified licensed Fire Extinguisher contractors per NFPA 10. A tag or sticker on the extinguisher indicates the last date service was performed.
3. Multi-purpose type " ABC" fire extinguishers are to be maintained in public areas and mechanical rooms. Type "BC" dry chemical (sodium bicarbonate or potassium bicarbonate) or " K" fire extinguishers shall be mounted in kitchens.
4. Fire extinguishers are to be mounted so as to be visible, readily accessible, and conspicuously located.
5. Fire extinguishers are required to be inspected monthly by the school staff

12. STORAGE

NFPA 1, 20-2.3.3.5 Clothing and personal effects shall not be stored in corridors, unless otherwise permitted by the following:

- (1) This requirement shall not apply to corridors protected by an automatic sprinkler system in accordance with Section 13.3.
- (2) This requirement shall not apply to corridor areas protected by a smoke detection system in accordance with 13.7.1.4.
- (3) This requirement shall not apply to storage in metal lockers, provided that the required egress width is maintained. [101:14.7.4.2; 101:15.7.4.2]

NFPA 101, 15.3.2.1 Rooms or spaces for the storage, processing, or use of materials shall be protected in accordance with the following:

- (1) Separation from the remainder of the building by fire barriers having a fire resistance rating of not less than 1 hour or protection of such rooms by automatic extinguishing systems as specified in Section 8.7 in the following areas:
 - (a) Boiler and furnace rooms, unless such rooms enclose only air-handling equipment

- (b) Rooms or spaces used for the storage of combustible supplies in quantities deemed hazardous by the authority having jurisdiction
 - (c) Rooms or spaces used for the storage of hazardous materials or flammable or combustible liquids in quantities deemed hazardous by recognized standards
 - (d) Janitor closets [see also 15.3.2.1(4)]
- (2) Separation from the remainder of the building by fire barriers having a fire resistance rating of not less than 1 hour and protection of such rooms by automatic extinguishing systems as specified in Section 8.7 in the following areas:
- (a) Laundries
 - (b) Maintenance shops, including woodworking and painting areas
 - (c) Rooms or spaces used for processing or use of combustible supplies deemed hazardous by the authority having jurisdiction
 - (d) Rooms or spaces used for processing or use of hazardous materials or flammable or combustible liquids in quantities deemed hazardous by recognized standards
- (3) Where automatic extinguishing is used to meet the requirements of 15.3.2.1(1) or 15.3.2.1(2), the protection shall be permitted in accordance with 9.7.1.2.
- (4) Where janitor closets addressed in 15.3.2.1(1)(d) are protected in accordance with the sprinkler option of 15.3.2.1(1), the janitor closet doors shall be permitted to have ventilating louvers.

To Clarify:

1. Storage must be maintained in an orderly manner in approved storage rooms.
2. Approved storage rooms are separated from the rest of the building by 1.0-hour fire rated construction and/or automatic sprinklers.
3. Twenty-four (24) inches of clearance must be maintained around all mechanical and electrical appliances (HVAC, water heater).
4. Flammable or combustible liquids such as oil-based paint and paint thinner must be limited to that needed for routine maintenance, and quantities above the accumulation of ten (10) gallons must be stored in approved storage rooms or flammable/combustible cabinets.
 - Gasoline and gasoline powered equipment such as lawnmowers, mopeds and motorcycles are prohibited within the buildings.
 - LPG, open flame, and flame producing devices are prohibited within the building or from being used and located within the means of egress.
5. Storage must not be located within 18 inches below sprinklers.
6. Material Safety Data Sheets (MSDS) are required on all chemicals used, stored, or handled on the complex and must be immediately available upon request.

13. HOUSEKEEPING

NFPA 1, 19.1.2 No person owning or having control of any property shall allow any combustible waste material to accumulate in any area or in any manner that creates a fire hazard to life or property.

NFPA 1, 19.1.3 Combustible waste or refuse shall be properly stored or disposed of to prevent unsafe conditions.

NFPA 1, 19.2 Combustible Waste and Refuse.

19.2.1 Rubbish Containers.

19.2.1.1 General. Rubbish containers kept outside of rooms or vaults shall not exceed 40.5 ft³ (1.15 m³) capacity.

19.2.1.1.1 Containers exceeding a capacity of 5¹/₃ ft³ [40 gal (0.15 m³)] shall be provided with lids.

19.2.1.1.2 Such containers and lids as described in 19.2.1.1.1 shall be constructed of noncombustible materials or nonmetallic materials complying with 19.2.1.2.

19.2.1.2 Nonmetallic Containers.

19.2.1.2.1 Nonmetallic rubbish containers exceeding a capacity of 5¹/₃ ft³ [40 gal (0.15 m³)] shall be manufactured of materials having a peak rate of heat release not exceeding 300 kW/m² at a flux of 50 kW/m² when tested in accordance with nationally recognized standards.

19.2.1.2.2 Such containers shall be permanently labeled indicating capacity and peak rate of heat release.

19.2.1.3 Removal. Combustible rubbish stored in containers outside of noncombustible vaults or rooms shall be removed from buildings at least once each working day.

19.2.1.4 Rubbish within Dumpsters. Dumpsters and containers with an individual capacity of 1.5 yd³ [40.5 ft³ (1.15 m³)] or more shall not be stored in buildings or placed within 10 ft (3 m) of combustible walls, openings, or combustible roof eave lines.

19.2.1.4.1 Areas containing dumpsters or containers shall be protected by an approved automatic sprinkler system and enclosed with a fire resistance rating of 1 hour.

19.2.1.4.2 Structures of Types I and II fire-resistive construction used for dumpster or container storage shall be located not less than 10 ft (3 m) from openings and other buildings.

NFPA 101 15.5.4 Rubbish Chutes, Incinerators, and Laundry Chutes. Rubbish chutes, incinerators, and laundry chutes shall comply with the provisions of Section 9.5.

NFPA 211, 13.2 Annual Inspection.

Chimneys, fireplaces, and vents shall be inspected at least once a year in accordance with the requirements of Section 14.3.

Exception: Type B and Type BW gas venting systems.

13.2.1 Connectors, spark arrestors, cleanouts, and tee fittings connected to chimneys and to oil and pellet venting systems shall be inspected at least once a year in accordance with the requirements of Section 14.3.

13.2.2 Cleaning, maintenance, and repairs shall be done if necessary.

To Clarify:

1. Accumulation of combustible debris inside or outside is prohibited.
2. For fireplace use, proper size fireplace screens must be in place and the fireplace must be annually inspected, cleaned as needed, and serviced by a qualified contractor.
3. Dumpster and exterior waste containers are to be maintain at least 10 feet from the building
4. Waste and Refuse is to be removed from the building daily.
5. Clothes dryers shall be vented to the exterior of the building with a non-combustible hosing.
 - Remove any accumulation of lint behind and under all units.

14. FIRE DRILLS

NFPA 1, 10.5 Building Evacuation.

10.5.1 No person shall fail to leave a building when notified to do so when directed to leave by the AHJ as a result of a known or perceived emergency.

10.5.2* No person shall fail to leave any overcrowded premises when told to do so by the AHJ.

A.10.5.2 Premises are deemed to be overcrowded when the occupant load exceeds the exit capacity or the posted occupant load.

NFPA 1, 10.6* Fire Drills.

A.10.6 The purpose of emergency egress and relocation drills is to educate the participants in the fire safety features of the building, the egress facilities available, and the procedures to be followed. Speed in emptying buildings or relocating occupants, while desirable, is not the only objective. Prior to an evaluation of the performance of an emergency egress and relocation drill, an opportunity for instruction and practice should be provided. This educational opportunity should be presented in a non-threatening manner, with consideration to the prior knowledge, age, and ability of audience.

The usefulness of an emergency egress and relocation drill and the extent to which it can be performed depends on the character of the occupancy.

In buildings where the occupant load is of a changing character, such as hotels or department stores, no regularly organized emergency egress and relocation drill is possible. In such cases, the emergency egress and relocation drills are to be limited to the regular employees, who can, however, be thoroughly schooled in the proper procedure and can be trained to properly direct other occupants of the building in case of emergency evacuation or relocation. In occupancies such as hospitals, regular employees can be rehearsed in the proper procedure in case of fire; such training always is advisable in all occupancies whether or not regular emergency egress and relocation drills can be held.

[101: A.4.7]

10.6.1 Where Required. Emergency egress and relocation drills conforming to the provisions of this Code shall be conducted as specified by the provisions of Chapter 20 of this Code or Chapters 10 through 71 of NFPA 101®, *Life Safety Code*®, or by appropriate action of the AHJ. Drills shall be designed in cooperation with the local authorities. [101:4.7.1]

10.6.2* Drill Frequency. Emergency egress and relocation drills, where required by Chapter 20 of this Code or Chapters 10 through 71 of NFPA 101®, *Life Safety Code*®, or the AHJ, shall be held with sufficient frequency to familiarize occupants with the drill procedure and to establish conduct of the drill as a matter of routine. Drills shall include suitable procedures to ensure that all persons subject to the drill participate. [101:4.7.2]

A.10.6.2 If an emergency egress and relocation drill is considered merely as a routine exercise from which some persons are allowed to be excused, there is a grave danger that, in an actual emergency, the evacuation and relocation will not be successful. However, there might be circumstances under which all occupants do not participate in an emergency egress and relocation drill; for example, infirm or bedridden patients in a health care occupancy. [101: A.4.7.2]

10.6.3 Competency. Responsibility for the planning and conducting of drills shall be assigned only to competent persons qualified to exercise leadership.

10.6.4 Orderly Evacuation. When conducting drills, emphasis shall be placed on orderly evacuation rather than on speed. [101:4.7.3]

10.6.5* Simulated Conditions. Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency. [101:4.7.4]

A.10.6.5 Fire is always unexpected. If the drill is always held in the same way at the same time, it loses much of its value. When, for some reason during an actual fire, it is not possible to follow the usual routine of the emergency egress and relocation drill to which occupants have become accustomed, confusion and panic might ensue. Drills should be carefully planned to simulate actual fire conditions. Not only should drills be held at varying times, but different means of exit or relocation areas should be used, based on an assumption that fire or smoke might prevent the use of normal egress and relocation avenues. [101: A.4.7.5]

10.6.6 Relocation Area. Drill participants shall relocate to a predetermined location and remain at such location until a recall or dismissal signal is given. [101:4.7.5]

10.6.7 A written record of each drill shall be completed by the person responsible for conducting the drill and maintained in an approved manner. [101:4.7.6]

A.10.6.7 The written record required by this paragraph should include such details as the date, time, participants, location, and results of that drill. [101:A.4.7.6]

NFPA 101, 15.7 Operating Features.

15.7.1 Emergency Plan. Emergency plans shall be provided in accordance with Section 4.8. NFPA 101, 4.8 Emergency Plan.

4.8.1 Where Required. Emergency plans shall be provided as follows:

- (1) Where required by the provisions of Chapter 11 through Chapter 42
- (2) Where required by action of the authority having jurisdiction

4.8.2 Plan Requirements.

4.8.2.1 Emergency plans shall include the following:

- (1) Procedures for reporting of emergencies
- (2) Occupant and staff response to emergencies
- (3) Design and conduct of fire drills
- (4) Type and coverage of building fire protection systems
- (5) Other items required by the authority having jurisdiction

4.8.2.2 Required emergency plans shall be submitted to the authority having jurisdiction for review.

4.8.2.3 Emergency plans shall be reviewed and updated as required by the authority having jurisdiction.

15.7.2 Emergency Egress and Relocation Drills.

15.7.2.1* Emergency egress and relocation drills shall be conducted in accordance with Section 4.7 and the applicable provisions of 15.7.2.2.

A.15.7.2.1 The requirements are, of necessity, general in scope, as it is recognized that they apply to all types of educational occupancies as well as conditions of occupancies, such as truant schools; schools for the mentally handicapped, vision impaired, hearing impaired, and speech impaired; and public schools. It is fully recognized that no one code can meet all the conditions of the various buildings involved, and it will be necessary for site administrators to issue supplements to these requirements, but all supplements should be consistent with these requirements.

15.7.2.2 Emergency egress and relocation drills shall be conducted as follows:

- (1) Not less than one emergency egress and relocation drill shall be conducted every month the facility is in session, unless both of the following criteria are met:
 - (a) In climates where the weather is severe, the monthly emergency egress and relocation drills shall be permitted to be deferred.
 - (b) The required number of emergency egress and relocation drills shall be conducted, and not less than four shall be conducted before the drills are deferred.
- (2) All occupants of the building shall participate in the drill.
- (3) One additional emergency egress and relocation drill, other than for educational occupancies that are open on a year-round basis, shall be required within the first 30 days of operation.

15.7.2.3 All emergency and relocation drill alarms shall be sounded on the fire alarm system.

To Clarify:

1. Fire drills are to be conducted **once per month**. The fire drills are unannounced and are for the purpose of occupant familiarization with exit routes and proper fire department notification procedures.
2. Fire Drills are to be performed at various times, using various exiting, under various conditions.
3. One Fire Drill shall be substituted as a " Severe Weather" Drill; one Fire Drill shall be substituted as a " Lock Down/Domestic Terrorism" Drill. The school shall design a policy and procedure on how, where to, or where not to, evacuate the student and staff under both of these scenarios.
4. Emergency Plans shall be posted in each classroom and other area normally occupied by students. A graphic diagram identifying the building and the exits from the space is required. The diagram shall illustrate a primary and secondary egress route by contrasting colors or line patterns (solid line vs. dash line). The posting shall identify any additional important information, including an exterior meeting place. This diagram can also serve as the classroom furniture layout and capacity signage.
5. Life safety evaluations shall be made for the facility and reduced to a written document for approval by the Office of the Fire Marshal and practice by the facility. Life safety evaluations shall include assessments of both building systems and management features upon which reliance is placed for the safety of facility occupants. Such assessments shall consider scenarios appropriate to the facility. Factors to be considered in a life safety evaluation might include the following, including not only the school classrooms, but for spaces used for assembling groups of people within the

school and for the multiple different events. The following shall be considered and applied to the policies and procedures as applicable:

(a) Nature of the Events Being Accommodated

- (1) Ingress, intra-event movement, and egress patterns
- (2) Ticketing and seating policies/practices
- (3) Event purpose (e.g., sports contest, religious meeting)
- (4) Emotional qualities (e.g., competitiveness) of event
- (5) Time of day when event is held
- (6) Time duration of single event
- (7) Time duration of attendees' occupancy of the building

(b) Occupant Characteristics and Behavior

- (1) Homogeneity
- (2) Cohesiveness
- (3) Familiarity with building
- (4) Familiarity with similar events
- (5) Capability (as influenced by factors such as age, physical abilities)
- (6) Socioeconomic factors
- (7) Small minority involved with recreational violence
- (8) Emotional involvement with the event and other occupants
- (9) Use of alcohol or drugs
- (10) Food consumption
- (11) Washroom utilization

(c) Management

- (1) Clear, contractual arrangements for facility operation/use as follows:
 - a. Between facility owner and operator
 - b. Between facility operator and event promoter
 - c. Between event promoter and performer
 - d. Between event promoter and attendee
 - e. With police forces
 - f. With private security services
 - g. With ushering services
- (2) Experience with the building
- (3) Experience with similar events and attendees
- (4) Thorough, up-to-date operations manual
- (5) Training of personnel
- (6) Supervision of personnel
- (7) Communications systems and utilization
- (8) Ratios of management and other personnel to attendees
- (9) Location/distribution of personnel
- (10) Central command location
- (11) Rapport between personnel and attendees
- (12) Personnel supportive of attendee goals
- (13) Attendees respect for personnel due to the following:
 - a. Dress (uniform) standards
 - b. Age and perceived experience
 - c. Personnel behavior, including interaction
 - d. Distinction between crowd management and control
 - e. Management's concern for facility quality (e.g., cleanliness)
 - f. Management's concern for entire event experience of attendees (i.e., not just during the occupancy of the building)

(d) Emergency Management Preparedness

- (1) Complete range of emergencies addressed in operations manual
- (2) Power loss
- (3) Fire
- (4) Severe weather
- (5) Earthquake
- (6) Crowd incident
- (7) Terrorism
- (8) Hazardous materials
- (9) Transportation accident (e.g., road, rail, air)
- (10) Communications systems available
- (11) Personnel and emergency forces ready to respond
- (12) Attendees clearly informed of situation and proper behavior

(e) Building Systems

- (1) Structural soundness
- (2) Normal static loads
- (3) Abnormal static loads (e.g., crowds, precipitation)
- (4) Dynamic loads (e.g., crowd sway, impact, explosion, wind, earthquake)
- (5) Stability of nonstructural components (e.g., lighting)
- (6) Stability of movable (e.g., telescoping) structures
- (7) Fire protection
- (8) Fire prevention (e.g., maintenance, contents, housekeeping)
- (9) Compartmentation
- (10) Automatic detection and suppression of fire
- (11) Smoke control
- (12) Alarm and communications systems
- (13) Fire department access routes and response capability
- (14) Structural integrity
- (15) Weather protection
- (16) Wind
- (17) Precipitation (attendees rush for shelter or hold up egress of others)
- (18) Lightning
- (19) Circulation systems
- (20) Flowline or network analysis
- (21) Waywinding and orientation
- (22) Merging of paths (e.g., precedence behavior)
- (23) Decision/branching points
- (24) Route redundancies
- (25) Counterflow, crossflow, and queuing situations
- (26) Control possibilities, including metering
- (27) Flow capacity adequacy
- (28) System balance
- (29) Movement time performance
- (30) Flow times
- (31) Travel times
- (32) Queuing times
- (33) Route quality
- (34) Walking surfaces (e.g., traction, discontinuities)
- (35) Appropriate widths and boundary conditions
- (36) Handrails, guardrails, and other rails
- (37) Ramp slopes
- (38) Step geometries

- (39) Perceptual aspects (e.g., orientation, signage, marking, lighting, glare, distractions)
- (40) Route choices, especially for vertical travel
- (41) Resting/waiting areas
- (42) Levels of service (overall crowd movement quality)
- (43) Services
- (44) Washroom provision and distribution
- (45) Concessions
- (46) First aid and EMS facilities
- (47) General attendee services

A scenario-based approach to performance-based fire safety is addressed in Chapter 5. In addition to utilizing such scenarios and, more generally, the attention to performance criteria, evaluation, safety factors, documentation, maintenance, and periodic assessment required when the Chapter 5 option is used, life safety evaluations should consider scenarios based on characteristics important in assembly occupancies. These characteristics include the following:

- (1) Whether there is a local or mass awareness of an incident, event, or condition that might provoke egress
- (2) Whether the incident, event, or condition stays localized or spreads
- (3) Whether or not egress is designed by facility occupants
- (4) Whether there is a localized start to any egress or mass start to egress
- (5) Whether exits are available or not available

Examples of scenarios and sets of characteristics that might occur in a facility include the following:

- (a) *Scenario 1. Characteristics: Mass start, egress desired (by management and attendees), exits not available, local awareness.*

Normal egress at the end of an event occurs just as a severe weather condition induces evacuees at the exterior doors to retard or stop their egress. The backup that occurs in the egress system is not known to most evacuees, who continue to press forward potentially resulting in a crowd crush.

- (b) *Scenario 2. Characteristics: Mass start, egress not desired (by management), exits possibly not available, mass awareness.*

An earthquake occurs during an event. The attendees are relatively safe in the seating area. The means of egress outside the seating areas are relatively unsafe and vulnerable to aftershock damage. Facility management discourages mass egress until the means of egress can be checked and cleared for use.

- (c) *Scenario 3. Characteristics: Local start, incident stays local, egress desired (by attendees and management), exits available, mass awareness.*

A localized civil disturbance (for example, firearms violence) provokes localized egress, which is seen by attendees, generally, who then decide to leave also.

- (d) *Scenario 4. Characteristics: Mass start, egress desired, incident spreads, exits not available, mass awareness.*

In an open-air facility unprotected from wind, precipitation, and lightning, sudden severe weather prompts egress to shelter but not from the facility. The means of egress congest and block quickly as people in front stop once they are under shelter while people behind them continue to press forward, potentially resulting in a crowd crush.

These scenarios illustrate some of the broader factors to be taken into account when assessing the capability of both building systems and management features on which reliance is placed in a range of situations, not just fire emergencies. Some scenarios also illustrate the conflicting motivations of management and attendees based on differing perceptions of danger and differing

knowledge of hazards, countermeasures, and capabilities. Mass egress might not be the most appropriate life safety strategy in some scenarios, such as Scenario 2.

This information summarizes the characteristics in the scenarios and provides a framework for developing other characteristics and scenarios that might be important for a particular facility, hazard, occupant type, event, or management.

15. ACCESS

18.2 Fire Department Access.

18.2.1 Fire department access roads shall be provided and maintained in accordance with Section 18.2.

18.2.2 Fire Department Access Roads.

18.2.2.1 Required Access. Fire department access roads shall be provided in accordance with Section 18.2 for every facility, building, or portion of a building hereafter constructed or relocated.

18.2.2.1.1 When there are not more than two one- and two-family dwellings or private garages, carports, sheds, and agricultural buildings, the requirements of 18.2.2.1 and 18.2.2.2 shall be permitted to be modified by the AHJ.

18.2.2.1.2 When access roads cannot be installed due to location on property, topography, waterways, nonnegotiable grades, or other similar conditions, the AHJ shall be authorized to require additional fire protection.

18.2.2.1.3 Required fire lanes shall be provided with the inner edge of the roadway no closer than 10 feet and no further than 30 feet from the building. Such lane shall have a surface designed to accommodate fire apparatus with a minimum weight of 32 tons.

18.2.2.2 Access to Building. A fire department access road shall extend to within 50 ft (15 m) of a single exterior door providing access to the interior of the building.

18.2.2.2.1 Buildings having ramps or other elevated roadways shall have posted weight limit signs.

18.2.2.3 Additional Requirements.

18.2.2.3.1 Fire department access roads shall be provided such that any portion of the facility or any portion of an exterior wall of the first story of the building is located not more than 150 ft (46 m) from fire department access roads as measured by an approved route around the exterior of the building or facility.

18.2.2.3.2 When buildings are protected with an approved automatic fire sprinkler system that is installed in accordance with NFPA 13, NFPA 13D, or NFPA 13R, the distance shall be permitted to be increased to 450 ft (137 m).

18.2.2.4 Multiple Access Roads. More than one fire department access road shall be provided when it is determined by the AHJ that access by a single road could be impaired by vehicle congestion, condition of terrain, climatic conditions, or other factors that could limit access.

18.2.2.5 Specifications.

18.2.2.5.1 Dimensions.

18.2.2.5.1.1 Fire department access roads shall have an unobstructed width of not less than 20 ft (6.1 m) and an unobstructed vertical clearance of not less than 13 ft 6 in. (4.1 m). Minimum width may be reduced to meet special access with the approval of the fire official.

18.2.2.5.1.2 Vertical clearance shall be permitted to be reduced, provided such reduction does not impair access by fire apparatus, and approved signs are installed and maintained indicating the established vertical clearance when approved.

18.2.2.5.1.3 Vertical clearances or widths shall be increased when vertical clearances or widths are not adequate to accommodate fire apparatus.

18.2.2.5.2 Surface. Fire department access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with a surface suitable for all-weather driving capabilities.

18.2.2.5.3 Turning Radius. The turning radius of a fire department access road shall be as approved by the AHJ.

18.2.2.5.4 Dead Ends. Dead-end fire department access roads in excess of 150 ft (46 m) in length shall be provided with approved provisions for the turning around of fire apparatus.

18.2.2.5.5 Bridges, Ramps, and Elevated Roadways

18.2.2.5.5.1 When a bridge is required to be used as part of a fire department access road, it shall be constructed and maintained in accordance with nationally recognized standards.

18.2.2.5.5.2 The Bridge shall be designed for a live load sufficient to carry the imposed loads of fire apparatus with a minimum weight of 32 tons.

18.2.2.5.5.3 Vehicle load limits shall be posted at both entrances to bridges, ramps, and elevated roadways where required by the AHJ.

18.2.2.5.6 Grade.

18.2.2.5.6.1 The gradient for a fire department access road shall not exceed the maximum approved.

18.2.2.5.6.2* The angle of approach and departure for any means of fire department access shall not exceed 1 ft drop in 20 ft (0.3 m drop in 6 m), and the design limitations of the fire apparatus of the fire department shall be subject to approval by the AHJ.

18.2.2.5.7 Marking of Fire Apparatus Access Road. Where required by the AHJ, approved signs or other approved notices shall be provided and maintained for fire department access roads to identify such roads, or prohibit the obstruction thereof, or both.

18.2.2.5.8 Fire Lanes shall be marked with freestanding signs with the wording, "NO PARKING FIRE LANE BY ORDER OF THE FIRE DEPARTMENT" or similar wording. Such signs shall be 12 in. by 18 in. with a white background and red letters and shall be a maximum of seven feet in height from the roadway to the bottom part of the sign. The sign shall be within sight of the traffic flow and be a maximum of 60 feet apart.

18.2.3* Obstruction and Control of Fire Department Access Road.

18.2.3.1 General.

18.2.3.1.1 The required width of a fire department access road shall not be obstructed in any manner, including by the parking of vehicles.

18.2.3.1.2 Minimum required widths and clearances established under 18.2.2.5.1 shall be maintained at all times.

18.2.3.1.3 Entrances to roads, trails, or other accessways that have been closed with gates and barriers in accordance with 18.2.3.2.1 shall not be obstructed by parked vehicles.

18.2.3.2 Closure of Accessways.

18.2.3.2.1 The AHJ shall be authorized to require the installation and maintenance of gates or other approved barricades across roads, trails, or other accessways, not including public streets, alleys, or highways. Where required, gates and barricades shall be secured in an approved manner.

18.2.3.2.2 Roads, trails, and other accessways that have been closed and obstructed in the manner prescribed by 18.2.3.2.1 shall not be trespassed upon or used unless authorized by the owner and the AHJ.

18.2.3.2.3 Public officers acting within their scope of duty shall be permitted to access restricted property identified in 18.2.3.2.1.

18.2.3.2.4 Locks, gates, doors, barricades, chains, enclosures, signs, tags, or seals that have been installed by the fire department or by its order or under its control shall not be removed, unlocked, destroyed, tampered with, or otherwise vandalized in any manner.

18.2.3.2.5 When authorized by the AHJ, public officers acting within their scope of duty shall be permitted to obtain access through secured means identified in 18.2.3.2.1.

10.12.1 Access Box(es). The AHJ shall have the authority to require an access box(es) to be installed in an accessible location where access to or within a structure or area is difficult because of security.

10.13.1 Premises Identification.

10.13.1.1 New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property.

10.13.1.2 Address numbers shall contrast with their background.

10.13.1.3 Address numbers shall be Arabic numerals or alphabet letters.

To Clarify:

1. Areas, which are posted by signs (" No Parking – Fire Lanes") and yellow painted curbs or roadway striping, are designated fire lanes. Vehicles parked in these areas would block fire department equipment from reaching the facility and are subject to ticketing/towing by the Orange County Sheriff Department.

OCFRD Standard 6009 "Fire Lanes"

OCFRD Standard 6009 "Fire Lanes" Revised February 2004

AUTHORITY:

The Fire Marshal is authorized by Florida Statutes, the Florida Fire Prevention Code, and Orange County Code of Ordinances Chapter 18 to designate fire lanes for use by emergency apparatus.

It is not the intention of this Standard to contradict, or set aside, any provision of any other higher level of law or code. If any conflict is discovered, the more restrictive law or code shall prevail.

Compliance with this Standard does not demonstrate compliance, or lack of compliance, with any other law or code pertaining to other topics.

ADMINISTRATION AND SCOPE:

This edition of Standard # **6009** shall apply to both new and existing Fire Lanes in unincorporated Orange County.

EXPLANATION:

When fire or medical emergencies occur, ready access to the structures involved and to components of their fire suppression systems (such as Fire Department Connections and fire hydrants) are essential for effective fire department operations. Designation and uniform marking of "Fire Lanes" helps to ensure this objective is met in the most expeditious manner possible.

RESPONSIBILITY:

1. Required fire lanes shall be established by the Office of the Fire Marshal (O.F.M.) for all new construction projects during the plan review phase.
2. Throughout construction the developer/contractor shall ensure that fire lanes are maintained in good condition and remain unobstructed.
3. It shall be the responsibility of the owner/tenant to maintain fire lanes free of all obstructions at all times, including parked vehicles, dumpsters, construction materials, excessive vegetation, and storage of any type.
4. Fire lanes shall be established for existing buildings by the Fire Marshal, or their designee, when it is determined that inadequate Fire Department access is provided.

DEFINITIONS:

1. Authority Having Jurisdiction (A.H.J.) –The individual who is responsible for approving equipment, materials, installations, and procedures relating to fire safety. The A.H.J. for unincorporated Orange County is herein referred to as the " Fire Marshal".
2. Concerned Party – Includes owners, developers, architects, engineers, planners, and the public.
3. Fire Department Connection (F.D.C.) – A connection to the building's sprinkler system and/or standpipe system used to supply water under pressure from a fire engine.
4. Fire Lane – The road or other means developed to allow access and operational setup for firefighting and rescue apparatus. It is that area designated by the Fire Marshal, or their designee, as a "No Parking" area to allow for access and use by fire department and other emergency personnel.

FIRE LANE REQUIREMENTS:

1. Fire Lanes shall have an all-weather driving surface with not less than **20**-feet of unobstructed width.
 - a. Be able to withstand live loads of fire apparatus (a required minimum weight of **36** -tons).
 - b. And have a minimum of **13**-feet **6**-inches of vertical clearance.
2. An approved turnaround for fire apparatus shall be provided where an access road to a building is a dead end and is in excess of **150**-feet in length.
 - a. The turnaround shall have a minimum centerline radius of **50**-feet.
 - b. The A.H.J. or their designee shall approve the grade, surface, and location of the fire lane.
 - c. See exceptions as noted in the Florida Fire Prevention Code. (i.e.-"T" or "Y" arrangement)
3. Fire lanes for Fire Department access to buildings shall be provided at the start of a project and shall be maintained throughout construction.

- a. Permanent markings are not required until the building is complete or occupied for use.
 - b. During construction, a Fire Lane with a stabilized road surface acceptable to the Fire Marshal, or their designee, shall be provided and maintained to all areas of the project.
4. At least one elevation of each building shall be accessible to the Fire Department.
- a. The Fire Marshal, or their designee, based upon such features as the location of exits, FDCs, and parking areas, shall determine the specific location of this access in relation to the building.
 - b. These Fire lanes shall be provided with the inner edge of the roadway no closer than **10**-feet and no farther than **30**-feet from the building.
 - c. Such fire lanes shall have a surface designed to accommodate fire apparatus with a minimum weight of **36**-tons.
5. Buildings constructed with firefighting access doors and/or panels, or with panels and/or windows installed as part of an approved smoke removal system, shall have the required fire lane located so as to provide ready access to these specialized building features.
6. All buildings that are set back more than **150**-feet from a public road, or exceed **30** feet in height and are set back over **50**-feet from a public road, shall be provided with suitable Fire Lanes.
7. Unusual situations, such as those relating to access to fire hydrants, fire department connections, and buildings may warrant deviation from this standard.
- a. Such situations will be evaluated and approved on an individual basis by the Fire Marshal, or their designee.
- The Fire Marshal, or their designee, may require the posting of additional signage to insure adequate turning radius for fire apparatus is maintained where needed.

FIRE LANE SIGN REQUIREMENTS:

- 1. Material: Anodized aluminum.
- 2. Gauge: **0.08**-inches.
- 3. Dimensions: **18**-inches high x **12**-inches wide.
- 4. Description: Freestanding signs shall have the wording "**NO PARKING FIRE LANE BY ORDER OF THE FIRE DEPARTMENT**" in red letters on a white background.
- 5. Sign Surface Background: To be covered with white reflective type material such as "scotch-lite".
- 6. Height: The sign shall be a maximum of **7**-feet in height from the roadway to the bottom of the sign.
- 7. Locations: Signs shall be within sight of the traffic flow and shall be a maximum of **60**-feet apart, beginning no more than **15**-feet from the ends of any fire lane. Additional signs shall be provided as determined by the Fire Marshal, or their designee, and in accordance with this standard.
- 8. In addition to the required signage, supplemental Fire Lane marking in accordance with Option # **1** or # **2** below shall be provided

SUPPLEMENTAL CURB MARKING (OPTION # 1):

- 1. Color: DOT Safety Yellow
- 2. Marking: The top and face of a curb, where provided, shall be completely painted for the entire length of the fire lane.
- 3. Location: As determined by the Fire Marshal, or their designee, and in accordance with this standard.

SUPPLEMENTAL PAVEMENT STRIPING (OPTION # 2):

1. Color: DOT Safety Yellow
2. Striping: Striping shall extend diagonally out **2** to **4**-feet from the curb or from the edge of the pavement. Stripes should be **4**-inches wide.
3. Distance between stripes: **2**-feet.
4. Location: As determined by the Fire Marshal, or their designee, and in accordance with this standard.

REQUIRED FIRE HYDRANT MARKING:

1. Fire lanes with appropriate signage, as noted above, shall be provided at all fire hydrant locations.
 - a. The length of the fire lane shall be a total of **30**-feet, **15**-feet on either side of the hydrant measured from the centerline of the hydrant.
 - b. The posted sign shall be posted behind the hydrant and have a minimum clearance of at least **4**- feet from the rear of the hydrant.
2. Fire hydrants located on parking "islands" shall have a fire lane established.
 - a. No parking space may be placed so that when used it would obstruct a fire hydrant.
 - b. If a hydrant is installed in the centerline of an island that is at least **15**-feet wide, and the hydrant is no more than **7-1/2** feet from the end of the island, cars may be parked on both sides.
 - c. If these provisions are not met the parking spaces on both sides of the island shall be designated as part of the required fire lane, and access to these areas shall be prevented with physical barriers, such as "parking stops" or bollards.
3. Supplemental curb marking or pavement striping are required for all fire hydrants to clearly mark the boundaries of the fire lane. This will help to alert the public of the need to stay out of the area and will assist in enforcement of the no parking zone.

FIRE DEPARTMENT CONNECTION MARKINGS:

1. Fire lanes with appropriate signage shall be provided for all FDCs.
 - a. The length of the fire lane shall be **10**-feet, extending **5**-feet on either side of the centerline.
 - b. A sign designed in accordance with Florida D.O.T. standards, as listed above, shall identify all FDCs. It shall have the wording "**No Parking, Fire Department Connection**".
2. Additional signage shall be required whenever an F.D.C. is not readily visible to approaching fire apparatus.
 - a. Such signs shall have "F.D.C." in red letters at least **6**-inches high, and additional relevant information in red letters at least **2**-inch high (i.e. -"**Behind Retaining Wall**"), or a red arrow to indicate direction of travel to the FDC.
3. Additional signage is also required when the building that an FDC supplies is not easily discerned.
 - a. Such signs shall have the physical address or the occupancy name called out in red letters at least **2**-inches high (i.e. -"**11,252**" or "**Bldg. A**").
6. Supplemental curb marking or pavement striping are required for every F.D.C. to clearly mark the boundaries of the fire lane. This will help to alert the public of the need to stay out of the area and will assist in enforcement of the no parking zone.

APPEAL AND ADJUSTMENTS:

If a concerned party is not satisfied with a decision of the Fire Marshal, or their designee, an appeal may be made to the Orange County Fire and Life Safety Code Board of Adjustments and Appeals, as provided for in State law.

2. A Key Lock Box is required, to allow Fire Department access at times when building is unoccupied, in response to an automatic Fire Alarm. The Lock Box is tied back to the Fire Alarm system to monitor for access and tampering.

OCFRD Standard 6017 “Access Boxes”

AUTHORITY:

This Standard operates under the authority of Orange County Code Section 18-33, Florida Fire Prevention Code, Chapter 3, Section 3-6 and/or the NFPA Fire Prevention Code (NFPA 1) Chapter 3, Section 3-6.

It is not the intention of this Standard to contradict or set aside any provision of any other higher-level law or code.

If any conflict is discovered, the more restrictive law or code shall prevail.

Compliance with this Standard does not demonstrate compliance, or lack of compliance, with any other law or code pertaining to other topics.

BACKGROUND:

Experience shows that when fires or other related emergencies occur in unoccupied buildings, the Fire Department is faced with the challenge of gaining entry into the structure to locate, confine, and extinguish the fire, or investigate the source of the emergency.

Entry into the structure in some cases must be made by force that is time - consuming, demands extra energy to be exerted by firefighting personnel, and may cause unnecessary property damage.

This Standard was developed to expedite entry into structures and to aid the Fire Department in the task of investigation and extinguishment.

ADMINISTRATION:

NEW STRUCTURES: The Plan Review Section shall be responsible for the administration of this standard and shall indicate specific requirements.

EXISTING STRUCTURES: The Maintenance Inspection Section shall be responsible for the administration of this Standard and shall notify the owner or operator by proper Notice to:

1. Contact a Florida Licensed Fire Alarm Contractor.
2. Only a Florida Licensed Fire Alarm Contractors may obtain Access Boxes.
3. The Fire Alarm Contractor shall obtain applications for an Access Box from the Office of the Fire Marshal, Plan Review Section, 109 E. Church St, Lower Level, Orlando, Florida.
4. Fire Alarm Contractor must obtain a Fire Department Permit to install an Access Box.

REQUIREMENTS:

In accordance with the Florida Fire Prevention Code, all occupancies served by Internal

Automatic Fire Detection or Suppression System, having a connection to a Central or Remote

Station Monitoring Facility, shall be provided with an Access Box. The Access Box must be approved by the Orange County Fire Rescue Department.

EXCEPTION 1: Those facilities which have been approved for Proprietary Monitoring services in accordance with NFPA 72, National Fire Alarm Code.

- a. Only Florida Licensed Fire Alarm Contractors may obtain Access Boxes.
- b. The licensed Fire Alarm Contractor shall obtain applications for an Access Box from the Office of the Fire Marshal, Plan Review Section, 109 E. Church St, Lower Level, Orlando, Florida.
- c. Fire Alarm Contractor must obtain a Fire Department Permit to install an Access Box.

1. The Access Box shall be located:

- a. At or near the recognized main public entrance, adjacent to the fire annunciator panel, on the exterior of the structure with locations to be approved by the Plan Review Office.
- b. The Access Box shall be located at a height of not less than eight (8) feet and not more than twelve (12) feet above final grade.
- c. Flush mounted Access Boxes shall be located at a height of not less than four (4) feet and not more than six (6) feet above final grade.
- d. The Access Box shall be installed in accordance with the manufacturer recommendations and listing.
- e. No steps, displays, signs or other fixtures, or structural protrusions shall be located under the access box, which would allow intruders to access the box without assistance.

2. The Access Box shall be connected to the Fire Alarm Control Panel when provided.

- a. The Access Box may be connected directly to a digital alarm communicator or security system control panel when approved, in writing, by the Fire Marshal.
- b. Wiring shall be supervised as required by NFPA 72 "*National Fire Alarm Code*". Tampering or opening of the box shall produce a Supervisory Signal.
- c. No other device shall be on the same Supervisory Zone as the Access Box.
- d. The signal will then be transmitted through the communicating device as a supervisory signal.
- e. Supervisory signals produced by Access Boxes shall be forwarded to the appropriate **Law Enforcement Agency** for response.

3. Box Contents: The box shall contain keys that are permanently and legibly labeled or tagged for identification for the following:

- a. The main entrance door. (Mixed multiple tenancies and strip shopping center keys shall only be required for occupancies where systems control valves or fire alarm system panel(s) exists.)
- b. Alarm Room (if one exists)
- c. Mechanical rooms and sprinkler control rooms
- d. Fire alarm control panel(s).
- e. Main electrical equipment rooms
- f. Special keys or tools to reset pull-stations or other fire protection devices.
- g. Elevator keys, if required.
- h. All other rooms as specified during the plan review and or inspection process.
- i. Keys to Hazardous Material Information (MSDS) storage box, if required.

4. Access Boxes for Apartment Complexes:

- a. All new apartment complexes served by a manual fire alarm system shall be required to install an Access Box.
- b. Plan Review or Field Inspection shall determine location of the box.
- c. The box shall be located at a height of not less than eight (8) feet and not more than twelve (12) feet above final grade.
- d. Access Box contents: The box shall contain keys that are labeled or tagged for identification for the following:
 - 1. Alarm room(s) or area(s) where alarm panel(s) are installed.
 - 2. Alarm control panel. (Multiple alarm panels are required to be keyed alike.)
 - 3. Any special keys or tools to reset pull-stations. (Multiple pull stations are required to use the same tool or be keyed alike.)

4. All other areas as specified during the Plan Review or Inspection process.

e. A Florida Licensed Fire Alarm Contractor shall purchase the Access Box.

5. Hazardous Material Information Boxes:

a. When required, documents relating to hazardous material type (MSDS), material quantity, and material location, shall be kept in a substantial, suitable hazardous material box with locks approved by the Fire Marshal that allow dual access.

b. The hazardous material box shall be located near the point of normal fire department entry to the property or complex. The box shall be located at least 200 feet from the greatest quantity of hazardous material, or at the entrance to the complex. If these parameters cannot be met because of site layout, the Fire Marshal's Office shall determine locations.

c. Facilities with large quantities of MSDS' exceeding the capacity of the hazardous material box should petition the Fire Marshal for relief.

d. The hazardous material box shall be marked using Red letters on a White background. **"FIRE DEPARTMENT - HAZARDOUS MATERIALS - DATA BOX"**.

e. Hazardous Material Boxes need not be supervised.

APPEAL AND ADJUSTMENTS:

If a concerned party is not satisfied with a decision of the Fire Marshal, or their designee, an appeal may made be made to the Orange County Fire and Life Safety Code Board of Adjustments and Appeals, as provided for in State law.

3. All buildings are required to have address posted with six (6) inch numbers and letters at both front and other entry doors (as necessary). All additional building should be identified by a system of either Arabic numerals or alphabetic letters (i.e. Building "A", "B", etc.)

16. STAFF TRAINING

NFPA 101, 39.7.2 Extinguisher Training.

Designated employees of business occupancies shall be periodically instructed in the use of portable fire extinguishers.

NFPA 1, 4.4.1 Multiple Safeguards.

4.4.1.1 The design of every building or structure intended for human occupancy shall be such that reliance for property protection and safety to life does not depend solely on any single safeguard.

4.4.1.2 Additional safeguard(s) shall be provided for property protection and life safety in the event that any single safeguard is ineffective due to inappropriate human actions, building failure, or system failure.

NFPA 1, 4.4.2 Appropriateness of Safeguards. Every building or structure shall be provided with means of egress and other safeguards of the kinds, numbers, locations, and capacities appropriate to the individual building or structure, with due regard to the following:

- (1) Characteristics of the occupancy
- (2) Capabilities of the occupants
- (3) Number of persons exposed
- (4) Fire protection available
- (5) Capabilities of response personnel
- (6) Height and type of construction of the building or structure
- (7) Other factors necessary to provide occupants with a reasonable degree of safety
- (8) Other factors necessary to protect the building and contents from damage

NFPA 101, 5.4.5.5* Staff. The inclusion of trained employees as part of the fire safety system shall be identified and documented.

To Clarify:

1. The school staff shall be trained on the use of a fire extinguisher.
2. The school staff shall be trained on policy and procedures of Fire and other Emergency Drills.
3. The schools staff shall be trained on the Hazardous Materials found in the school and know how to readily access the Material Safety Data Sheets for information and guidance.
4. The schools staff shall perform a monthly Fire Safety Checklist of all fire protection features and verify compliance of the Fire and Life Safety Code for their responsible spaces (see attached Checklists).

17. ASSEMBLY SPACES

NFPA 101, 15.1.2.2 Assembly and Educational.

15.1.2.2.1 Spaces subject to assembly occupancy shall comply with Chapter 13 (Assembly Occupancies) including 13.1.2, which provides that, where auditorium and gymnasium egress lead through corridors or stairways also serving as egress for other parts of the building, the egress capacity shall be sufficient to allow simultaneous egress from auditorium and classroom sections.

15.1.2.2.2 In the case of an assembly occupancy of a type suitable for use only by the school occupant load and therefore not subject to simultaneous occupancy, the same egress capacity shall be permitted to serve both sections.

NFPA 101, 13.3.4.2.3*

In assembly occupancies with occupant loads of more than 300, automatic detection shall be provided in all hazardous areas that are not normally occupied, unless such areas are protected throughout by an approved automatic sprinkler system in accordance with Section 9.7.

13.3.4.3 Notification.

The required fire alarm system shall sound an audible alarm in a constantly attended receiving station within the building when occupied for purposes of initiating emergency action.

13.3.4.3.1 Positive alarm sequence in accordance with 9.6.3.4 shall be permitted.

13.3.4.3.2 A presignal system in accordance with 9.6.3.3 shall be permitted.

13.3.4.3.3 Occupant notification shall be by means of voice announcements, either live or prerecorded, initiated by the person in the constantly attended location.

13.3.4.3.4 The announcement shall be made via an approved voice communication or public address system that is audible above the ambient noise level of the assembly occupancy.

13.3.4.3.5 Where the authority having jurisdiction determines that a constantly attended location is impractical, a fire alarm system in accordance with Section 9.6 shall be used that meets the following criteria:

- (1) It shall be initiated by manual fire alarm boxes in accordance with 9.6.2.1(1) or other approved means.
- (2) It shall automatically provide prerecorded evacuation instructions in accordance with 9.6.3.10.

To Clarify:

1. When an assembly space exists within a school, the requirements for assembly must be met.

- Spaces with a capacity of 50 or more are required 2 remote door exits. This will include a classroom with a square footage space of 1000 square feet, even if there are less than 50 students assigned to the classroom.
- Spaces with capacity of 100 or more are required panic hardware on the exit doors.
- Spaces with a capacity of 200 or more are required chairs for seating to be fixed or attached together.
- Spaces with a capacity of 300 or more require the Fire Alarm to have Voice Announcement for notification of evacuation.

18. BLEACHERS AND GRANDSTANDS

NFPA 101, 13.7.9 Maintenance of Outdoor Grandstands.

13.7.9.1 The owner shall provide for not less than annual inspection and required maintenance of each outdoor grandstand to ensure safe conditions.

13.7.9.2 At least biennially, the inspection shall be performed by a professional engineer, registered architect, or individual certified by the manufacturer.

13.7.9.3 Where required by the authority having jurisdiction, the owner shall provide certification that such inspection has been performed.

NFPA 101, 13.7.10 Maintenance and Operation of Folding and Telescopic Seating.

13.7.10.1 Instructions in both maintenance and operation shall be transmitted to the owner by the manufacturer of the seating or his or her representative.

13.7.10.2 Maintenance and operation of folding and telescopic seating shall be the responsibility of the owner or his or her duly authorized representative and shall include the following:

- (1) During operation of the folding and telescopic seats, the opening and closing shall be supervised by responsible personnel who shall ensure that the operation is in accordance with the manufacturer's instructions.
- (2) Only attachments specifically approved by the manufacturer for the specific installation shall be attached to the seating.
- (3) An annual inspection and required maintenance of each grandstand shall be performed to ensure safe conditions. At least biennially, the inspection shall be performed by a professional engineer, registered architect, or individual certified by the manufacturer.

To Clarify:

1. Bleachers and grandstands are to be inspected annually by the owners' staff to assure their safety.
2. Biennially, all bleachers and grandstands are to be inspected by a registered architect, professional engineer, or manufacturer representative that is certified to perform such inspections.

19. FIRE WATCH PROCEDURES

NFPA 101, 4.5.1 Multiple Safeguards.

The design of every building or structure intended for human occupancy shall be such that reliance for safety to life does not depend solely on any single safeguard. An additional safeguard(s) shall be provided for life safety in case any single safeguard is ineffective due to inappropriate human actions or system failure.

NFPA101, 4.5.2 Appropriateness of Safeguards.

Every building or structure shall be provided with means of egress and other safeguards of the kinds, numbers, locations, and capacities appropriate to the individual building or structure, with due regard to the following:

- (1) Character of the occupancy
- (2) Capabilities of the occupants
- (3) Number of persons exposed
- (4) Fire protection available
- (5) Height and type of construction of the building or structure
- (6) Other factors necessary to provide occupants with a reasonable degree of safety

NFPA 101, 9.7.6.1 Where a required automatic sprinkler system is out of service for more than 4 hours in a 24-hour period, the authority having jurisdiction shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the sprinkler system has been returned to service.

To Clarify:

1. Background

A fire watch is a physical inspection conducted when a building's fire alarm and/or sprinkler system is not operational. During a fire watch, a responsible occupant with reliable communication (cellular telephone) actively looks for evidence of smoke and fire, listens for in-room smoke detectors sounding, and if smoke or fire is found, contacts emergency personnel and evacuates the building. The Life Safety Code requires that fire alarm systems in all buildings, and sprinkler systems in those buildings equipped with them, are operational at all times. If the alarm or sprinkler system is not operational, the residential facility may not be occupied. A fire watch is an emergency short-term alternative that permits continued occupancy of residential facilities.

2. Who Calls a Fire Watch?

A fire watch may be required by the Orange County Fire Rescue Department. The need for a fire watch is based on an assessment of the operational status of a fire alarm and/or sprinkler system.

3. What to do when notified that a fire watch is required:

- Immediately obtain a Florida licensed contractor to repair the systems.
- Notify Orange County Fire Rescue Department for assistance through the Office of the Fire Marshal at (407) 836-0070.
- The school shall notify the parents that the school has been placed under a " Fire Watch."

- Notify all teachers and staff that the school is under a " Fire Watch."

4. Fire Watch Procedures

- At least once per hour a responsible occupant must conduct an inspection of the entire building.
- The person responsible for the fire watch must be continuously awake and in a public area of the building at all times during their shift and have immediate access to reliable communications.

A written log of the fire watch must be maintained. The log must include the date, time, status of alarm, and legible signature of the person performing the watch. The log of the prior day fire watch shall be faxed to the Orange County Fire Rescue Department, Office of the Fire Marshal (407-836-8330) each morning during the period that the fire watch is in place.

- The fire watch must be continuous, night and day, until the alarm or sprinkler system is repaired.
- The person performing the fire watch must immediately notify the occupants and evacuate the building at the first evidence of any fire or smoke and report the emergency to 911.
- Continue the fire watch until it is cancelled.

5. Who Cancels the Fire Watch?

- The Orange County Fire Rescue or the school's administration may cancel a fire watch. Canceling a fire watch is based on an assessment that the fire alarm and/or sprinkler system are in an operational status.

20. MAINTAINING INSPECTIONS AND RECORDS

NFPA 1, 10.2 Owner/Occupant Responsibilities.

10.2.1 The owner, operator, or occupant shall be responsible for compliance with this *Code*.

10.2.2 The AHJ shall be permitted to require the owner, operator, or occupant to provide tests or test reports, without expense to the AHJ, as proof of compliance with the intent of this *Code*.

10.2.3 The owner, operator, or occupant of a building that is deemed unsafe by the AHJ shall abate, through corrective action approved by the AHJ, the condition causing the building to be unsafe either by repair, rehabilitation, demolition, or other corrective action approved by the AHJ.

10.2.4 The owner, operator, or occupant, or any person in control of a building or premises shall keep records of all maintenance, inspections, and testing of fire protection systems, fire alarm systems, smoke control systems, emergency evacuation and relocation drills, emergency plans, emergency power, elevators, and other equipment as required by the AHJ.

10.2.5 All records required to be kept shall be maintained until their useful life has been served, as required by law, or as required by the AHJ.

NFPA 1, 20.3.3.2.3 Inspections (in regards to young children)

20.3.3.2.3.1 Fire prevention inspections shall be conducted monthly by a trained senior member of the staff, after which copy of the latest inspection report shall be posted in a conspicuous place in the day-care facility. [101:16.7.3.1; 101:17.7.3.1]

20.3.3.2.3.2* It shall be the duty of site administrators and staff members to inspect all exit facilities daily to ensure that all stairways, doors, and other exits are in proper condition. [101:16.7.3.2; 101:17.7.3.2]

20.3.3.2.3.3 Open plan buildings shall require extra surveillance to ensure that exit paths are maintained clear of obstruction and are obvious. [101:16.7.3.3; 101:17.7.3.3]

NFPA 1, 13.1.2 The property owner shall be responsible for the proper testing and maintenance of the equipment and systems.

NFPA 1, 13.1.5 Detailed records documenting all systems and equipment testing and maintenance shall be kept by the property owner and shall be made available upon request for review by the AHJ.

NFPA 1, 13.4.3* Valve Supervision. Where provided, the suction valve, discharge valve, bypass valves, and isolation valves on the backflow prevention device or assembly shall be supervised open by one of the following methods:

- (1) Central station, proprietary, or remote station signaling service
- (2) Local signaling service that will cause the sounding of an audible signal at a constantly attended point
- (3) Locking valves open
- (4) Sealing of valves and approved weekly recorded inspection where valves are located within fenced enclosures under the control of the owner

Exception: The test outlet control valves shall be supervised closed. [20:2.11]

NFPA 1, 13.6.6.8.3.3* Maintenance Recordkeeping. Each fire extinguisher shall have a tag or label securely attached that indicates the month and year the maintenance was performed and that identifies the person performing the service. [10:6.3.4]

NFPA 25, 8.5 (Fire Pump) Maintenance.

8.5.1* A preventive maintenance program shall be established on all components of the pump assembly in accordance with the manufacturer's recommendations.

NFPA 25, A.8.5.1 It is important to provide proper bearing lubrication and to keep bearings clean. Some bearings are the sealed type and need no relubrication. Couplings with rubber drive parts do not need lubrication; other types generally do. The following practices are recommended:

- (1) Lubricant fittings should be cleaned before relubricating with grease.
- (2) The proper amount of lubricant should be used. Too much lubricant results in churning, causing excessive power loss and overheating.
- (3) The correct lubricant should be used.

Engine Maintenance. Engines should be kept clean, dry, and well lubricated. The proper oil level in the crankcase should be maintained.

Battery Maintenance. Only distilled water should be used in battery cells. Plates should be kept submerged at all times. An automatic battery charger is not a substitute for proper maintenance of the battery and charger. Periodic inspection ensures that the charger is operating correctly, the water level in the battery is adequate, and the battery is holding its proper charge.

Fuel Supply Maintenance. The fuel storage tank should be kept at least two-thirds full. Fuel should be maintained free of water and foreign material by draining water and foreign material from the tank sump annually. This necessitates draining approximately 19 L (5 gal).

Temperature Maintenance. The temperature of the pump room, pump house, or area where engines are installed should never be less than the minimum recommended by the engine manufacturer. The manufacturer's temperature recommendations for water and oil heaters should be followed.

8.5.2 Records shall be maintained on all work performed on the pump, driver, controller, and auxiliary equipment.

8.5.3 In the absence of manufacturer's recommendations for preventive maintenance, Table 8.5.3 shall be used for alternative requirements.

NFPA 25, 5.1 This chapter shall provide the minimum requirements for the routine inspection, testing, and maintenance of sprinkler systems. Table 5.1 shall be used to determine the minimum required frequencies for inspection, testing, and maintenance.

5.1.1 Valves and Connections. Valves and fire department connections shall be inspected, tested, and maintained in accordance with Chapter 12.

5.1.2 Impairments. The procedures outlined in Chapter 14 shall be followed where impairment to protection occurs.

5.1.3 Notification to Supervisory Service. To avoid false alarms where a supervisory service is provided, the alarm receiving facility shall be notified by the owner or designated representative as follows:

- (1) Before conducting any test or procedure that could result in the activation of an alarm
- (2) After such tests or procedures are concluded

5.1.4 Records. Records shall be maintained in accordance with Section 4.3.

NFPA 25, 5.2* (Automatic Fire Sprinkler System) Inspection.

5.2.1 Sprinklers.

5.2.1.1* Sprinklers shall be inspected from the floor level annually.

5.2.1.1.1 Sprinklers shall not show signs of leakage; shall be free of corrosion, foreign materials, paint, and physical damage; and shall be installed in the proper orientation (e.g., upright, pendent, or sidewall).

5.2.1.1.2 Any sprinkler shall be replaced that has signs of leakage; is painted, corroded, damaged, or loaded; or in the improper orientation.

5.2.1.1.3 Glass bulb sprinklers shall be replaced if the bulbs have emptied.

5.2.1.1.4* Sprinklers installed in concealed spaces such as above suspended ceilings shall not require inspection.

5.2.1.1.5 Sprinklers installed in areas that are inaccessible for safety considerations due to process operations shall be inspected during each scheduled shutdown.

5.2.1.2* Unacceptable obstructions to spray patterns shall be corrected.

5.2.1.3 The supply of spare sprinklers shall be inspected annually for the following:

(1) The proper number and type of sprinklers

(2) A sprinkler wrench for each type of sprinkler

5.2.2* Pipe and Fittings. Sprinkler pipe and fittings shall be inspected annually from the floor level.

5.2.2.1 Pipe and fittings shall be in good condition and free of mechanical damage, leakage, corrosion, and misalignment.

5.2.2.2 Sprinkler piping shall not be subjected to external loads by materials either resting on the pipe or hung from the pipe.

5.2.2.3* Pipe and fittings installed in concealed spaces such as above suspended ceilings shall not require inspection.

5.2.2.4 Pipe installed in areas that are inaccessible for safety considerations due to process operations shall be inspected during each scheduled shutdown.

5.2.3* Hangers and Seismic Braces. Sprinkler pipe hangers and seismic braces shall be inspected annually from the floor level.

5.2.3.1 Hangers and seismic braces shall not be damaged or loose.

5.2.3.2 Hangers and seismic braces that are damaged or loose shall be replaced or refastened.

5.2.3.3* Hangers and seismic braces installed in concealed spaces such as above suspended ceilings shall not require inspection.

5.2.3.4 Hangers installed in areas that are inaccessible for safety considerations due to process operations shall be inspected during each scheduled shutdown.

5.2.4 Gauges.

5.2.4.1* Gauges on wet pipe sprinkler systems shall be inspected monthly to ensure that they are in good condition and that normal water supply pressure is being maintained.

5.2.4.2 Gauges on dry, preaction, and deluge systems shall be inspected weekly to ensure that normal air and water pressures are being maintained.

5.2.4.3 Where air pressure supervision is connected to a constantly attended location, gauges shall be inspected monthly.

5.2.4.4* For dry pipe or preaction systems protecting freezers, in accordance with Figure A.5.2.4.4 the air pressure gauge near the compressor shall be compared weekly to the pressure gauge above the dry pipe or preaction valve.

When the gauge near the compressor is reading higher than the gauge near the dry pipe valve, the air line in service shall be taken out of service, and the alternate air line opened to equalize the pressure. The air line taken out of service shall be internally inspected, have all ice blockage removed, and shall be reassembled for use as a future alternate air line.

5.2.5 Buildings. Annually, prior to the onset of freezing weather, buildings with wet pipe systems shall be inspected to verify that windows, skylights, doors, ventilators, other openings and closures, blind spaces, unused attics, stair towers, roof houses, and low spaces under buildings do not expose water-filled sprinkler piping to freezing and to verify that adequate heat [minimum 4.4°C (40°F)] is available.

5.2.6 Alarm Devices. Alarm devices shall be inspected quarterly to verify that they are free of physical damage.

5.2.7* Hydraulic Nameplate. The hydraulic nameplate for hydraulically designed systems shall be inspected quarterly to verify that it is attached securely to the sprinkler riser and is legible.

5.2.8 Hose Connections. Hose connections and hose shall be inspected in accordance with the requirements of Chapter 6 and Chapter 12.

NFPA 25, 5.3 (Automatic Sprinkler System) Testing.

5.3.1* Sprinklers.

5.3.1.1* Where required by this section, sample sprinklers shall be submitted to a recognized testing laboratory acceptable to the authority having jurisdiction for field service testing.

5.3.1.1.1 Where sprinklers have been in service for 50 years, they shall be replaced or representative samples from one or more sample areas shall be tested. Test procedures shall be repeated at 10-year intervals.

5.3.1.1.1.1 Sprinklers manufactured prior to 1920 shall be replaced.

5.3.1.1.1.2 Sprinklers manufactured using fast-response elements that have been in service for 20 years shall be tested. They shall be retested at 10-year intervals.

5.3.1.1.1.3* Representative samples of solder-type sprinklers with a temperature classification of extra high 163°C (325°F) or greater that are exposed to semicontinuous to continuous maximum allowable ambient temperature conditions shall be tested at 5-year intervals.

5.3.1.1.1.4 Where sprinklers have been in service for 75 years, they shall be replaced or representative samples from one or more sample areas shall be submitted to a recognized testing laboratory acceptable to the authority having jurisdiction for field service testing. Test procedures shall be repeated at 5-year intervals.

5.3.1.1.1.5 Dry sprinklers that have been in service for 10 years shall be tested or replaced. If maintained and serviced, they shall be retested at 10-year intervals.

5.3.1.1.2* Where sprinklers are subjected to harsh environments, including corrosive atmospheres and corrosive water supplies, on a 5-year basis, sprinklers shall either be replaced or representative sprinkler samples shall be tested.

5.3.1.1.3 Where historical data indicates, longer intervals between testing shall be permitted.

5.3.1.2* A representative sample of sprinklers for testing per 5.3.1.1 shall consist of a minimum of not less than 4 sprinklers or 1 percent of the number of sprinklers per individual sprinkler sample, whichever is greater.

5.3.1.3 Where one sprinkler within a representative sample fails to meet the test requirement, all sprinklers represented by that sample shall be replaced.

5.3.1.3.1 Manufacturers shall be permitted to make modifications to their own sprinklers in the field with listed devices that restore the original performance as intended by the listing, where acceptable to the authority having jurisdiction.

5.3.2* Gauges. Gauges shall be replaced every 5 years or tested every 5 years by comparison with a calibrated gauge. Gauges not accurate to within 3 percent of the full scale shall be recalibrated or replaced.

5.3.3* Alarm Devices.

5.3.3.1 Water-flow devices including, but not limited to, mechanical water motor gongs and pressure switch type shall be tested quarterly.

5.3.3.2* Vane-type waterflow devices shall be tested semiannually.

5.3.3.3* Testing the water-flow alarms on wet pipe systems shall be accomplished by opening the inspector's test connection.

5.3.3.3.1 Where freezing weather conditions or other circumstances prohibit use of the inspector's test connection, the bypass connection shall be permitted to be used.

5.3.3.4 Fire pumps shall not be turned off during testing unless all impairment procedures contained in Chapter 14 are followed.

5.3.3.5* Testing the water-flow alarm on dry pipe, preaction, or deluge systems shall be accomplished by using the bypass connection.

5.3.4* Antifreeze Systems. The freezing point of solutions in antifreeze shall be tested annually by measuring the specific gravity with a hydrometer or refractometer and adjusting the solutions if necessary.

5.3.4.1 Solutions shall be in accordance with Table 5.3.4.1(a) and Table 5.3.4.1(b).

5.3.4.2 The use of antifreeze solutions shall be in accordance with any state or local health regulations.

5.3.5 Hose Connections. Hose connections and hose shall be tested in accordance with the requirements of Chapter 6 and Chapter 12.

NFPA 25, 5.4 Maintenance.

5.4.1 Sprinklers.

5.4.1.1 Replacement sprinklers shall have the proper characteristics for the application intended. These shall include the following:

- (1) Style
- (2) Orifice size and K-factor
- (3) Temperature rating
- (4) Coating, if any
- (5) Deflector type (e.g., upright, pendent, sidewall)
- (6) Design requirements

5.4.1.1.1* Spray sprinklers shall be permitted to replace old-style sprinklers.

5.4.1.1.2 Replacement sprinklers for piers and wharves shall comply with NFPA 307, *Standard for the Construction and Fire Protection of Marine Terminals, Piers, and Wharves*.

5.4.1.2 Only new, listed sprinklers shall be used to replace existing sprinklers.

5.4.1.3* Special and quick-response sprinklers as defined by NFPA 13, *Standard for the Installation of Sprinkler Systems*, shall be replaced with sprinklers of the same make, model, orifice, size, temperature range and thermal response characteristics, and *K*factor.

5.4.1.3.1 If the special or quick-response sprinkler is no longer manufactured, a special or quick-response sprinkler with comparable performance characteristics shall be installed.

5.4.1.4* A supply of spare sprinklers (never fewer than six) shall be maintained on the premises so that any sprinklers that have operated or been damaged in any way can be promptly replaced.

5.4.1.4.1 The sprinklers shall correspond to the types and temperature ratings of the sprinklers in the property.

5.4.1.4.2 The sprinklers shall be kept in a cabinet located where the temperature in which they are subjected will at no time exceed 38°C (100°F).

5.4.1.4.2.1 Where dry sprinklers of different lengths are installed, spare dry sprinklers shall not be required, provided that a means of returning the system to service is furnished.

5.4.1.5 The stock of spare sprinklers shall include all types and ratings installed and shall be as follows:

- (1) For protected facilities having under 300 sprinklers — no fewer than 6 sprinklers
- (2) For protected facilities having 300 to 1000 sprinklers— no fewer than 12 sprinklers
- (3) For protected facilities having over 1000 sprinklers— no fewer than 24 sprinklers

5.4.1.6* A special sprinkler wrench shall be provided and kept in the cabinet to be used in the removal and installation of sprinklers. One sprinkler wrench shall be provided for each type of sprinkler installed.

5.4.1.7 Sprinklers protecting spray coating areas shall be protected against overspray residue.

5.4.1.7.1 Sprinklers subject to overspray accumulations shall be protected using plastic bags having a maximum thickness of 0.076 mm (0.003 in.) or shall be protected with small paper bags.

5.4.1.7.2 Coverings shall be replaced when deposits or residue accumulate.

5.4.1.8* Sprinklers shall not be altered in any respect or have any type of ornamentation, paint, or coatings applied after shipment from the place of manufacture.

5.4.1.9 Sprinklers and automatic spray nozzles used for protecting commercial-type cooking equipment and ventilating systems shall be replaced annually.

5.4.1.9.1 Where automatic bulb-type sprinklers or spray nozzles are used and annual examination shows no buildup of grease or other material on the sprinklers or spray nozzles, such sprinklers and spray nozzles shall not be required to be replaced.

5.4.2* **Dry Pipe Systems.** Dry pipe systems shall be kept dry at all times.

5.4.2.1 During nonfreezing weather, a dry pipe system shall be permitted to be left wet if the only other option is to remove the system from service while waiting for parts or during repair activities.

5.4.2.2 Air driers shall be maintained in accordance with the manufacturer's instructions.

5.4.2.3 Compressors used in conjunction with dry pipe sprinkler systems shall be maintained in accordance with the manufacturer's instructions.

5.4.3* **Installation and Acceptance Testing.** Where maintenance or repair requires the replacement of sprinkler system components affecting more than 20 sprinklers, those components shall be installed and tested in accordance with NFPA 13, *Standard for the Installation of Sprinkler Systems*.

NFPA 1, 13.7.4.4 Maintenance and Testing. (Fire Alarm System)

13.7.4.4.1 The maintenance and testing schedules and procedures for fire alarm and fire detection systems shall be in accordance with Chapter 10 of *NFPA 72[®], National Fire Alarm Code[®]*.

13.7.4.6.1 Systems Detectors and Single-Station Smoke Alarms Used in Other than One- and Two-Family Dwellings. The detectors shall be tested in place to ensure smoke entry into the sensing chamber and an alarm response. Testing with smoke or listed aerosol approved by the manufacturer shall be permitted as acceptable test methods. Other methods approved by the manufacturer that ensure smoke entry into the sensing

chamber shall be permitted. Any of the following tests shall be performed to ensure that each smoke detector is within its listed and marked sensitivity range:

- (1) Calibrated test method
- (2) Manufacturer's calibrated sensitivity test instrument
- (3) Listed control equipment arranged for the purpose
- (4) Smoke detector/control unit arrangement whereby the detector causes a signal at the control unit when its sensitivity is outside its listed sensitivity range
- (5) Other calibrated sensitivity test method approved by the AHJ [72: Table 10.4.2.2, 13, g, 1]

13.7.4.6.2 Projected Beam Type. The detector shall be tested by introducing smoke, other aerosol, or an optical filter into the beam path. [72: Table 10.4.2.2, 13, g, 5]

13.7.4.6.3 A functional test shall be performed on all smoke detectors upon initial installation, during reacceptance tests, and at least annually as required by Table 13.7.3.2.7(15)(h). [72: Table 10.4.3, 15, h]

13.7.4.7* Sensitivity of smoke detectors and single- and multiple-station smoke alarms in other than one- and two-family dwellings shall be tested in accordance with 13.7.4.7.1 through 13.7.4.7.6. [72:10.4.3.2]

13.7.4.7.1 Sensitivity shall be checked within 1 year after installation. [72:10.4.3.2.1]

13.7.4.7.2 Sensitivity shall be checked every alternate year thereafter unless otherwise permitted by compliance with 13.7.4.7.3. [72:10.4.3.2.2]

13.7.4.7.3 After the second required calibration test, if sensitivity tests indicate that the device has remained within its listed and marked sensitivity range (or 4 percent obscuration light gray smoke, if not marked), the length of time between calibration tests shall be permitted to be extended to a maximum of 5 years. [72:10.4.3.2.3]

13.7.4.7.3.1 If the frequency is extended, records of nuisance alarms and subsequent trends of these alarms shall be maintained. [72:10.4.3.2.3.1]

13.7.4.7.3.2 In zones or in areas where nuisance alarms show any increase over the previous year, calibration tests shall be performed. [72:10.4.3.2.3.2]

13.7.4.7.4 To ensure that each smoke detector or smoke alarm is within its listed and marked sensitivity range, it shall be tested using any of the following methods:

- (1) Calibrated test method
- (2) Manufacturer's calibrated sensitivity test instrument
- (3) Listed control equipment arranged for the purpose
- (4) Smoke detector/control unit arrangement whereby the detector causes a signal at the control unit where its sensitivity is outside its listed sensitivity range
- (5) Other calibrated sensitivity test methods approved by the AHJ [72:10.4.3.2.4]

13.7.4.7.5 Detectors or smoke alarms found to have a sensitivity outside the listed and marked sensitivity range shall be cleaned and recalibrated or be replaced.

Exception: Devices listed as field adjustable shall be permitted to be either adjusted within the listed and marked sensitivity range and cleaned and recalibrated, or they shall be replaced. [72:10.4.3.2.5]

13.7.4.7.6 The detector or smoke alarm sensitivity shall not be tested or measured using any device that administers an unmeasured concentration of smoke or other aerosol into the detector or smoke alarm. [72:10.4.3.2.6]

NFPA 101, 7.9.3 Periodic Testing of Emergency Lighting Equipment. (and Exit Lights)

7.9.3.1 Required emergency lighting systems shall be tested in accordance with one of the three options offered by 7.9.3.1.1, 7.9.3.1.2, or 7.9.3.1.3.

7.9.3.1.1 Testing of required emergency lighting systems shall be permitted to be conducted as follows:

- (1) Functional testing shall be conducted at 30-day intervals for not less than 30 seconds.
- (2) Functional testing shall be conducted annually for not less than 1½ hours if the emergency lighting system is battery powered.
- (3) The emergency lighting equipment shall be fully operational for the duration of the tests required by 7.9.3.1.1(1) and 7.9.3.1.1(2).
- (4) Written records of visual inspections and tests shall be kept by the owner for inspection by the authority having jurisdiction.

7.9.3.1.2 Testing of required emergency lighting systems shall be permitted to be conducted as follows:

- (1) Self-testing/self-diagnostic battery-operated emergency lighting equipment shall be provided.
- (2) Self-testing/self-diagnostic battery-operated emergency lighting equipment shall automatically perform not less than once every 30 days a test for not less than 30 seconds and a diagnostic routine.

- (3) Self-testing/self-diagnostic battery-operated emergency lighting equipment shall indicate failures by a status indicator.
- (4) A visual inspection shall be performed at intervals not exceeding 30 days.
- (5) Functional testing shall be conducted annually for not less than 1½ hours.
- (6) Self-testing/self-diagnostic battery-operated emergency lighting equipment shall be fully operational for the duration of the 1½ hour test.
- (7) Written records of visual inspections and tests shall be kept by the owner for inspection by the authority having jurisdiction.

7.9.3.1.3 Testing of required emergency lighting systems shall be permitted to be conducted as follows:

- (1) Computer-based, self-testing/self-diagnostic battery-operated emergency lighting equipment shall be provided.
- (2) The emergency lighting equipment shall automatically perform not less than once every 30 days a test for not less than 30 seconds and a diagnostic routine.
- (3) The emergency lighting equipment shall automatically perform annually a test for not less than 1½ hours.
- (4) The emergency lighting equipment shall be fully operational for the duration of the tests required by 7.9.3.1.3(2) and 7.9.3.1.3(3).
- (5) The computer-based system shall be capable of providing a report of the history of tests and failures at all times.

NFPA 101, 9.4.6 Elevator Testing. Elevators shall be subject to periodic inspections and tests as specified in ASME A17.1, *Safety Code for Elevators and Escalators*. All elevators equipped with fire fighters' emergency operations in accordance with 9.4.3 shall be subject to a monthly operation with a written record of the findings made and kept on the premises as required by ASME A17.1, *Safety Code for Elevators and Escalators*.

NFPA 101, 9.8 Special Inspections and Tests.

9.8.1 Where required by another section of this *Code*, special inspections and tests shall be performed to verify the operation of the fire protection system in its final condition for acceptance by the authority having jurisdiction.

9.8.2 The design documents shall provide the procedures and methods to be used and items subject to special inspections and tests.

9.8.3 The special inspector shall submit an inspection and test report to the authority having jurisdiction and registered design professional in responsible charge.

To Clarify:

1. A " Red" Notebook should be posted by the Fire Alarm Control Panel (FACP) to contain all the inspection reports. Contractors should be notified to add their reports to this book.
2. Testing/Inspections are required to be done on established time schedule, mainly by Florida Licensed Contractor as required by law, but also by the owner/tenant of the property. (See **Monthly Fire Safety Checklist on Page 46**)
3. Monthly School Checklist shall be completed monthly to provide and maintain accountability of most systems and operational requirements of the facility (SEE **Monthly School Checklist on Page 47**).
4. A copy of this guide should be added to the " red" book for future references.
5. The " red" book can also contain the MSDS (if only a limited quantities are identified), so to be readily available.

6. Approximately 2 years of inspection reports are required to be maintained in the "red" book. The book should be cleared out annually and the records archived according to the Record Retention Laws.

21. SANITATION CHAPTER 64E-13 SCHOOL SANITATION

(This is a courtesy copy of the Sanitation Requirements for School. This cannot be enforced by Orange County Fire Rescue Department, but services to assist the facility.)

64E-13.001 General.

This rule prescribes minimum requirements and standards of sanitation and safety for schools located within the state regardless of the nature of the school, its ownership or organization. If a requirement in this rule conflicts with a specific requirement in the State Uniform Building Code For Public Educational Facilities (UBC), Chapter 235.26, Florida Statutes, then that code shall prevail.

Specific Authority 381.006(16) FS. Law Implemented 381.006(6), (16), 386 FS. History—New 1-1-77, Formerly 10D-24.21, Amended 8-7-96, Formerly 10D-24.001.

64E-13.004 Standards.

(1) School Site. The school site including areas used for playgrounds and that immediately adjacent to school buildings shall be evenly graded and sloped or provided with adequate facilities for surface drainage. A site should be chosen that does not pose health threats from hazardous materials, air and noise pollution, heavy traffic or industry.

(2) Playgrounds and Athletic Equipment. Playgrounds shall be constructed and maintained to permit maximum utilization of sites with elimination of sanitary and health hazards including mudholes, fragments of glass, stone and similar obstructions.

- (a) Fixed playground equipment shall be anchored with substantial foundations so maximum safety is obtained.
- (b) Athletic and recreational equipment and facilities must be kept clean and in a safe condition. Fences and equipment shall have no jagged or sharp projections.
- (c) Cushioning materials such as mats, wood chips, or sand shall be used under climbing equipment, slides, and swings.

(3) Building Construction and Maintenance.

- (a) School construction and remodeling shall conform to construction requirements of the State Department of Education in the case of public schools, and requirements of the local building authority in the case of private schools. School buildings shall be ratproofed.
- (b) Buildings shall be kept clean and in good repair, free from hazardous conditions, such as loose or broken floor tiles and boards; loose moldings; loose hanging fixtures, pipes, and electric wires; and broken plaster.
- (c) Furnishings and equipment shall be kept clean and in good repair, free of missing parts and hazards such as sharp edges, splinters, and protruding or rusty nails.

(4) Lighting Standards.

- (a) Illumination in all instructional spaces shall be designed to provide a minimum of forty (40) foot-candles glare free at normal task level. Fixtures shall be so located that there will be uniform (within ten (10) foot-candles) illumination suitable for the activities conducted therein.
- (b) Every effort shall be made to maintain a brightness ratio of one to ten (1:10) or less in all instruction areas.
- (c) All required illumination shall be designed so that the failure of any single unit, such as the burning out of an electric bulb will not leave any occupied area or means of egress in darkness.
- (d) Illumination of chalkboards and other visual aids shall be designed to eliminate glare and shadows.
- (e) Sources of natural light in instructional spaces shall be glazed with glare reducing material or shall be shielded to prevent glare, which will interfere with seeing tasks within the space.

(5) Heating, Ventilation and Air Conditioning Standards.

- (a) Permanent type school buildings and additions to school buildings shall be provided with heating facilities. Heating facilities shall be designed to heat to a temperature of not less than 70°F., instructional rooms, locker rooms and cafeterias; and 65°F., toilets and activities rooms, such as gymnasiums and shops.
- (b) No school plant or portion thereof shall be equipped with any type of equipment in which fumes of combustion or fuel may be discharged or can escape into the interior of buildings.
- (c) Heat producing appliances and systems shall be installed in accordance with requirements of the local building and fire authority.
- (d) **Ventilation and air conditioning.** All occupied rooms and other rooms where odors or contaminants are generated shall be vented to the outside. Ventilation rates shall comply with those specified in the local building code.

1. Natural ventilation.

- a. In instructional spaces where natural air flow is relied upon for occupant comfort, it shall be designed and maintained to assure cross ventilation and air movement at the level of the seated student.
- b. Gravity and wind-operated ventilators shall not be used as an exhaust medium in instructional areas but may be in general storage rooms.
- c. Natural ventilation in toilet rooms, shower and locker rooms and storage rooms for athletic equipment or soiled clothes is not permissible.

2. Mechanical ventilation.

- a. All spaces, which do not meet the requirements for natural ventilation shall be mechanically ventilated by means of electrically operated

exhausts. The ventilation system shall be designed and maintained to insure air movement throughout the room at the level of the seated student. Fans and blowers shall be sized and designed to provide the required air movement without excessive or disturbing noise.

Exhaust from dishwashing areas shall not be through the kitchen.

- b. Special provisions shall be made in the design of ventilation systems in areas of high air contamination such as paint shops, auto repair shops and chemistry laboratories, art rooms where kilns are used, wood working, and metal shops, chemical storerooms. A high capacity emergency exhaust system is recommended for chemistry laboratories.
- c. All air-conditioned spaces shall be ventilated when occupied.

(6) Sanitary Facilities. Every school plant shall be provided with toilet and hand washing facilities for all occupants. These facilities shall be located for convenient student access and faculty supervision and kept clean and in good repair. Faculty and staff facilities shall be provided in separate rooms from student facilities.

(a) Toilet Facilities.

1. Preschool grades through grade three shall be provided with toilet and handwashing facilities located within or adjoining classrooms and such toilet rooms shall be considered adequate without urinals. Common toilet facilities for both sexes shall not be allowed above the third grade.
2. Toilet facilities shall be accessible under continuous roof cover from all student occupied spaces. Access to group toilets shall not be through an occupied space.
3. Walls to a height of at least four feet (4'0") toilet partitions and floor of all toilet rooms shall be finished with impervious materials.
4. All plumbing fixtures shall conform to the provisions of the local plumbing code.
5. All group toilet rooms shall be provided with at least one (1) floor drain and (1) hose bib. The floor shall be sloped to the drain. Stall urinals do not serve for the required floor drains.
6. In-group toilet rooms a partition shall be placed between each water closet. Each compartment shall have a door. Entrances to group toilet rooms shall be provided with a partition or other shielding device to

block the occupants from view. Entrance doors shall be self-closing.

7. The toilet fixture requirement in reference to student population, faculty, and staff shall conform to the standards specified in local plumbing codes or Chapter 64E-10, F.A.C.
8. Deodorizers shall not be used in toilet rooms. Air deodorizers are not to be confused with disinfectants.

(b) Handwashing facilities.

1. Handwashing facilities shall be located within or adjoining each toilet room.
2. Soap dispensers shall be provided at all washbasins and liquid or powdered soap shall be used.
3. Individual towels, preferably paper shall be used. Use of common or public towels is prohibited. Hot-air hand drying devices may be used.

(c) Showers.

1. Shower facilities shall be provided in all secondary schools where physical education is a required subject. Shower facilities, where applicable, should be considered for elementary schools.
2. Shower rooms and stalls shall have floors, partitions and walls to a minimum height of six (6) feet finished with dense non-absorbent and non-corrosive materials having a smooth impervious surface.
3. Showerheads shall be spaced so that there will be at least thirty (30) inches between center of spray pattern on the floor. If showers are compartmented, the shortest side shall be a minimum of thirty (30) inches and each compartment shall contain a minimum of seven and one-half (7 1/2) square feet.
4. Showerheads shall be based on the largest group to be accommodated at one time (peak load). One (1) showerhead shall be provided for each five (5) pupils.
5. Floors shall be drained in such a manner that wastewater from any shower head will not pass over areas occupied by other bathers.
6. Water shall be heated and the temperature at the showerhead shall not exceed one hundred ten (110) degrees F.
7. Showers must be kept clean and free of mildew.
8. Footbaths shall not be provided.

(7) Water Supply.

- (a) The water supply shall be installed, operated, and maintained in compliance with Chapters 62-550 and 62-555 or Chapter 64E-8, F.A.C.
- (b) Drinking fountains of an approved, sanitary slant jet type shall be provided in the ratio specified in the local building code or Chapter 64E-10, F.A.C. In no case shall fountains be located in any toilet room.
- (c) The use of pitcher pumps is prohibited on any school water supply.

(8) Sewage Disposal. Sewage shall be disposed of in accordance with Chapter 62-600 or 64E-6, F.A.C., whichever is applicable. Sewage treatment and disposal systems at schools shall be maintained in compliance with the applicable chapter.

(9) Solid Waste. Garbage, trash, and rubbish shall be collected, stored, and disposed of at a frequency and in a manner that prevents a sanitary nuisance. Wet garbage shall be collected and stored in impermeable, leak proof, fly tight containers pending disposal. Outdoor waste containers must be easily cleanable, serviceable, and should be located on a smooth nonabsorbent surface.

Waste containers and the storage area shall be cleaned at frequent intervals to prevent odors and breeding places for vermin. Wastewater from the cleaning of garbage containers shall be disposed of as sewage. Removal and disposal of garbage shall comply with Chapter 62-701, F.A.C.

(10) Vermin Control. Effective measures shall be used to prevent harborage, propagation, or infestations of rodents, flies, cockroaches, and other insects on school premises. Brush, trash or other unnecessary material shall not be allowed to accumulate on school premises. Water must not be allowed to accumulate in any open containers, such as buckets and tires.

(11) First Aid Kit. Schools shall own and maintain a completely equipped first aid kit available to pupils under supervision of an adult at all times while school is in session.

Specific Authority 381.006(16) FS. Law Implemented 381.006(6), (16), 386 FS. History—New 1-1-77, Formerly 10D-24.24, Amended 8-7-96, Formerly 10D-24.004

MONTH Initial below month of inspection YEAR 20__	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
FIRE EXTINGUISHERS (Inspect monthly by tenant per NFPA 1) (Annual service by contractor)												
EXIT LIGHTS (Tenant checks batteries monthly for 30 seconds) (Tenant test batteries for 1.5 hours once a year)												
EMERGENCY LIGHTS (Tenant checks batteries monthly for 30 seconds) (Tenant test batteries for 1.5 hours once a year)												
FIRE ALARM (Tenant test monthly to verify normal status) (Panel inspected quarterly by license contractor) (License contractor test/inspect/service complete system yearly)												
FIRE SPRINKLERS (Tenant checks monthly) (License Contractor test flow & tamper quarterly) (License contractor test/inspect/service yearly)												
HOOD SUPPRESSION (Tenant to verify cleaned monthly) (System cleaned through to roof quarterly) (License Contractor to service Fire System semi-annually)												
HYDRANTS (Tenant inspect monthly to verify caps are in place/ no obstruction) (License contractor flow, inspect, & maintenance per NFPA 25)												
FIRE DRILL (Tenant to perform monthly) Record: Date: Time: Type (Fire/Weather/Lock) Evacuation time:												
EXITS Tenant inspect all exits daily to verify: -Egress clear/ not obstructed -Fire doors not propped open - No doors locked to prevent free Exiting w ithout a key or code												
GENERAL - No unapproved electrical cords - 30" clearance in front of electrical panel - Storage is proper - No excessive accumulation of combustibles (boxes, paper) - No accumulation of lint @ dryer - FIRE DRILL performed - Fire Safety Training provided - No Grills within 10 ft of building												

MONTHLY FIRE SAFETY CHECKLIST

MONTHLY SCHOOL CHECKLIST

SCHOOL: _____ MOS/YR: _____

		TEACHING STAFF			ADMINISTRATOR'S CONCERNS
YES	NO	CLASSROOM: _____	YES	NO	
		<ul style="list-style-type: none"> • • Verify daily that all exits are unlocked, clear, operable (doors, windows, & security grills) • • All doors into interior corridors are maintained in the required closed position • • Only 20% of the classroom wall surface is covered with combustibles of student artwork or teaching aids • • Nothing blocks, obstructs, or impedes primary & secondary emergency egress exits (incl. Teacher's desk or TV cart) • • No decorations on the interior & exterior classroom doors • • All curtains used on windows or other locations are verify to be currently fire resistant treated • • Illuminated exit signs & emergency lights are functional & not obstructed • • All Fire Alarm Pull Stations are visible & accessible, incl. For students' reach • • Maintain clearance at HVAC intakes • • Fire Extinguisher is mounted, visible, & accessible • • Electrical Appliances are tuned off when room is not occupied • • 18 inches of clearance is maintained from sprinkler heads • • Extension Cords are UL Listed, up to six (6) feet in length with multi-strip circuit breaker, & not chain together not stapled in place 			<ul style="list-style-type: none"> • • All teaching Staff completes their portion of the monthly School Checklist • • Kitchen Staff completes their portion of the monthly School Checklist • • Custodial Staff completes their portion of the monthly School Checklist • • Verify all present reports for Fire Protection & Egress Systems (incl. monthly checklist) are current & maintained in the Fire Safety "Red" Log Notebook • • Fire Alarm is in NORMAL status • • Monthly Emergency Evacuation Drill is conducted & documented • • Verify all self-closing doors are closed. NO WEDGES • • Verify <u>daily</u> all entry doors and gates are unlocked • • Verify "No Parking" in Fire Lanes • • Verify access is maintained to rear all buildings on campus • • Verify clothing & personal effects are not stored in corridors • • Verify Hydrants are not obstructed • • Verify no large quantities of artwork, teaching aids, nor advertisements have accumulated on corridor walls

- Maintained clearance around all windows marked “EMERGENCY EXIT”
- No teaching aids or student artwork attached or mounted on HVAC units, lights, or electrical appliances
- Verify that no storage, classes, or tutoring are being held in stairwells
- Re-enforce that all electrical appliances, tools, & equipment be turned off & shut down at the conclusion of each school day

YES	NO	KITCHEN STAFF	YES	NO	CUSTODIAL STAFF
•	•	Verify current inspection of Hood Fire Suppression System (every 6 mos.)	•	•	Verify no storage in electrical nor mechanical rooms
•	•	Verify correct appliance is located under correctly designated hood suppression nozzle	•	•	Verify all exit & emergency lights in corridors are operable & not obstructed
•	•	Verify BC or K Fire Extinguishers are visible, functional, & accessible	•	•	Verify all Fire Extinguishers in corridors are functional
•	•	Verify no extension cord is being used in place of permanent electrical wiring	•	•	Verify flammable/combustible liquids are properly stored
•	•	Verify hood filters are cleaned weekly	•	•	Verify no correct plastic gas can is being use on the property
•	•	Verify hood filters are properly installed	•	•	Verify Automatic Sprinkler System is secured & functional
•	•	Verify clothes dryer is vented to exterior	•	•	Verify MSDS are provided for all chemical stored & used on property
•	•	Verify no lint or other combustibles has gathered behind clothes dryers	•	•	Verify any electrical appliance or equipment demand is on a electrical circuit that can carry & supply the load

Providing and Maintaining These Checklists Meets the Minimum Requirements for Fire Safety in a School!

Help Keep A Fire Safe School!

Make Fire Safety Be Everyone’s Responsibility!