

ILLINOIS STATE BOARD OF EDUCATION

Title Grant Administration Division

100 North First Street, N-242, Springfield, Illinois 62777-0001

BUILDING AND FIRE SAFETY REVIEW NONPUBLIC SCHOOLS

NAME OF SCHOOL _____

INSTRUCTIONS: At the time of the evaluation, items on the following pages will be reviewed. Items indicated with an asterisk (*) must be met and will be cited in the report when marked. Other marked items may not be cited on the report but are considered to be safety concerns.

BUILDING AND FIRE SAFETY SURVEY			
<p style="text-align: center; background-color: #e0e0e0;">GENERAL AREAS</p> <p><input type="checkbox"/> *1. Recorded FIRE DRILLS 3 to 12 per year</p> <p><input type="checkbox"/> *2. Recorded tornado drills: 1 per year</p> <p><input type="checkbox"/> *3. Bus evacuation drills are held: 1 per year</p> <p><input type="checkbox"/> *4. Evacuation drills conducted</p> <p><input type="checkbox"/> *5. Fire/Disaster directions are posted</p> <p><input type="checkbox"/> 6. Fire extinguishers are current/updated</p> <p><input type="checkbox"/> *7. Doors are not chained</p> <p><input type="checkbox"/> 8. Ceiling panels are in place</p> <p><input type="checkbox"/> 9. Light fixtures are safe</p> <p><input type="checkbox"/> *10. Has battery powered emergency lighting</p> <p><input type="checkbox"/> 11. Display cases have safety glass as needed</p> <p><input type="checkbox"/> 12. Exit signs must be lighted</p> <p><input type="checkbox"/> 13. Asbestos Plan is implemented</p> <p><input type="checkbox"/> 14. Posted MICROWAVE WARNING signs</p> <p><input type="checkbox"/> 15. Toxic materials are locked up</p> <p><input type="checkbox"/> 16. Electrical outlets are protected by GFCI's especially if near water</p> <p><input type="checkbox"/> 17. Extension cords are used properly</p> <p><input type="checkbox"/> 18. Both interior and exterior doors are free of blockage</p> <p><input type="checkbox"/> 19. Ceiling is free of articles hung near lights</p> <p><input type="checkbox"/> 20. Windows on classroom doors are uncovered</p> <p><input type="checkbox"/> 21. There is an integrated pest management system in place</p> <p style="text-align: center; background-color: #e0e0e0;">ARTS AND CRAFTS CLASSROOM</p> <p><input type="checkbox"/> 1. Has a fire detector or smoke alarm</p> <p><input type="checkbox"/> 2. Grades K-6: have no toxic art supplies</p> <p><input type="checkbox"/> 3. Grades 7-8: toxic supplies are labeled</p> <p><input type="checkbox"/> 4. Kilns, if present, are properly ventilated to the outside</p> <p style="text-align: center; background-color: #e0e0e0;">AUDITORIUM AND STAGE</p> <p><input type="checkbox"/> 1. Has fire detectors/smoke alarms</p> <p><input type="checkbox"/> 2. Has updated ABC fire extinguishers</p> <p><input type="checkbox"/> 3. Has battery powered emergency lighting</p> <p><input type="checkbox"/> 4. Has lighted exit signs</p> <p><input type="checkbox"/> 5. Stage curtains are flameproof or fire resistant</p>	<p style="text-align: center; background-color: #e0e0e0;">BLEACHERS</p> <p><input type="checkbox"/> 1. Are inspected annually</p> <p><input type="checkbox"/> 2. A record is kept of annual inspections</p> <p><input type="checkbox"/> 3. A description of bleacher conditions is available from last inspection</p> <p style="text-align: center; background-color: #e0e0e0;">BOILER/HVAC ROOM</p> <p><input type="checkbox"/> 1. Has fire detector</p> <p><input type="checkbox"/> 2. Has ABC type fire extinguisher</p> <p><input type="checkbox"/> 3. Doors swings into the boiler room</p> <p><input type="checkbox"/> 4. Has current posted boiler certificate</p> <p><input type="checkbox"/> 5. No flammables are stored therein</p> <p><input type="checkbox"/> 6. Has a "marked" emergency shut-off switch near door</p> <p><input type="checkbox"/> 7. Boiler room is not used for storage</p> <p style="text-align: center; background-color: #e0e0e0;">ELECTRICAL ROOM</p> <p><input type="checkbox"/> 1. Check for any unusual odors</p> <p><input type="checkbox"/> 2. Room should be locked and entry restricted to authorized personnel only</p> <p><input type="checkbox"/> 3. Electrical room should not be used for storage</p> <p><input type="checkbox"/> 4. Check out any unusual sounds</p> <p style="text-align: center; background-color: #e0e0e0;">CAFETERIA</p> <p><input type="checkbox"/> 1. Has a fire detector/smoke alarm</p> <p><input type="checkbox"/> 2. Has updated ABC fire extinguisher</p> <p><input type="checkbox"/> 3. Has battery powered emergency lighting</p> <p><input type="checkbox"/> 4. Has illuminated exit signs</p> <p><input type="checkbox"/> 5. Has unobstructed exits</p> <p style="text-align: center; background-color: #e0e0e0;">KITCHEN</p> <p><input type="checkbox"/> 1. Has an updated ABC fire extinguisher</p> <p><input type="checkbox"/> 2. Has a heat detector</p> <p><input type="checkbox"/> 3. Has a canopy hood and exhaust</p> <p><input type="checkbox"/> 4. Has a fire suppression system</p> <p><input type="checkbox"/> 5. Has a fire blanket</p> <p><input type="checkbox"/> 6. Kitchen area is free of grease</p> <p><input type="checkbox"/> 7. All work spaces are clean and sanitary</p> <p><input type="checkbox"/> 8. Food supplies are off the floor</p> <p style="text-align: center; background-color: #e0e0e0;">CORRIDORS</p> <p><input type="checkbox"/> 1. Smoke/fire doors are closed or have automatic door closers</p> <p><input type="checkbox"/> 2. At least two exits are available</p> <p><input type="checkbox"/> 3. Have ABC type fire extinguishers</p> <p><input type="checkbox"/> 4. Exit lights have all bulbs lit</p> <p><input type="checkbox"/> 5. Battery powered Emergency lighting is present</p> <p><input type="checkbox"/> 6. Have no obstructions. (e.g. backpacks not blocking the halls)</p>	<p style="text-align: center; background-color: #e0e0e0;">COMPUTER ROOM</p> <p><input type="checkbox"/> 1. Computers are placed on study desks, tables, or cards</p> <p><input type="checkbox"/> 2. All computers are plugged into surge protectors</p> <p><input type="checkbox"/> 3. Wires are tucked in out of the way</p> <p><input type="checkbox"/> 4. Has electrical fire extinguisher</p> <p style="text-align: center; background-color: #e0e0e0;">ELEVATOR</p> <p><input type="checkbox"/> 1. Has an annual inspection certificate</p> <p style="text-align: center; background-color: #e0e0e0;">GENERAL CLASSROOMS</p> <p><input type="checkbox"/> 1. Any curtains are fireproof or flame resistant</p> <p><input type="checkbox"/> 2. Fire, tornado, and evacuation instructions are posted</p> <p style="text-align: center; background-color: #e0e0e0;">GYM/MULTI-PURPOSE ROOM</p> <p><input type="checkbox"/> 1. Has ABC type fire extinguisher</p> <p><input type="checkbox"/> 2. Has posted fire/tornado information</p> <p><input type="checkbox"/> 3. Has illuminated exit signs</p> <p><input type="checkbox"/> 4. Has battery powered emergency lighting</p> <p><input type="checkbox"/> 5. Occupancy capacity is posted</p> <p><input type="checkbox"/> 6. Cardiac defibrillator is available</p> <p style="text-align: center; background-color: #e0e0e0;">HOME ECONOMICS CLASSROOM</p> <p><input type="checkbox"/> 1. Has a fire detector</p> <p><input type="checkbox"/> 2. Has an updated ABC fire extinguisher</p> <p><input type="checkbox"/> 3. Has fire blanket</p> <p><input type="checkbox"/> 4. Is free of hazards posed by electrical cords</p> <p style="text-align: center; background-color: #e0e0e0;">JANITOR'S CLOSET</p> <p><input type="checkbox"/> 1. Has a heat detector/smoke alarm</p> <p><input type="checkbox"/> 2. Is kept locked</p> <p style="text-align: center; background-color: #e0e0e0;">LIBRARY</p> <p><input type="checkbox"/> 1. Has a fire detector</p> <p><input type="checkbox"/> 2. Has updated fire extinguisher</p> <p><input type="checkbox"/> 3. Has lighted exit signs</p> <p style="text-align: center; background-color: #e0e0e0;">PLAYGROUND</p> <p><input type="checkbox"/> 1. Safe and in good repair</p> <p><input type="checkbox"/> 2. Appropriate surface</p> <p style="text-align: center; background-color: #e0e0e0;">RESTROOMS</p> <p><input type="checkbox"/> 1. Are properly ventilated</p> <p><input type="checkbox"/> 2. Are clean and sanitary</p> <p><input type="checkbox"/> 3. Contain soap and toilet paper</p> <p><input type="checkbox"/> 4. Running water</p> <p style="text-align: center; background-color: #e0e0e0;">SCIENCE LABORATORY</p> <p><input type="checkbox"/> 1. Has a fire detector/smoke alarm</p> <p><input type="checkbox"/> 2. Has an updated ABC fire extinguisher</p> <p><input type="checkbox"/> 3. Has protective eye glass devices and eye wash station</p> <p><input type="checkbox"/> 4. Has sanitized eye glass system or individually owned glasses</p>	<p style="text-align: center; background-color: #e0e0e0;">SCIENCE LABORATORY (Continued)</p> <p><input type="checkbox"/> 5. Chemical/flammable liquids are labeled and stored in a locked metal cabinet</p> <p><input type="checkbox"/> 6. Has a fire blanket</p> <p><input type="checkbox"/> 7. Has proper ventilation</p> <p><input type="checkbox"/> 8. Appropriate disposal process for chemicals</p> <p style="text-align: center; background-color: #e0e0e0;">SHOPS</p> <p><input type="checkbox"/> 1. Have heat detector/smoke alarm</p> <p><input type="checkbox"/> 2. Have updated ABC fire extinguishers</p> <p><input type="checkbox"/> 3. Have safety glass</p> <p><input type="checkbox"/> 4. Machines are bolted to floor</p> <p><input type="checkbox"/> 5. Machines are islander</p> <p><input type="checkbox"/> 6. Tools are properly stored</p> <p style="text-align: center; background-color: #e0e0e0;">SWIMMING POOL</p> <p><input type="checkbox"/> 1. Have current license</p> <p><input type="checkbox"/> 2. Have occupancy limits posted</p> <p><input type="checkbox"/> 3. Have appropriate life-saving equipment</p> <p><input type="checkbox"/> 4. Have a cardiac defibrillator on premises</p> <p><input type="checkbox"/> 5. Have battery operated emergency lighting</p> <p style="text-align: center; background-color: #e0e0e0;">STAIRWELLS</p> <p><input type="checkbox"/> 1. Have heat detectors/smoke alarms</p> <p><input type="checkbox"/> 2. Have illuminated exit signs</p> <p><input type="checkbox"/> 3. Have no storage under stairwell</p> <p><input type="checkbox"/> 4. Have battery powered emergency lighting present</p> <p><input type="checkbox"/> 5. Have no obstructions</p> <p style="text-align: center; background-color: #e0e0e0;">SUPPLY/STORAGE ROOMS</p> <p><input type="checkbox"/> 1. Have heat detectors/smoke alarms</p> <p><input type="checkbox"/> 2. Supply room or storage room is locked when not in use</p> <p style="text-align: center; background-color: #e0e0e0;">TEACHERS LOUNGE</p> <p><input type="checkbox"/> 1. Have heat detectors/smoke alarms</p> <p><input type="checkbox"/> 2. Have an ABC updated fire extinguisher</p> <p style="text-align: center; margin-top: 20px;">Date of Survey _____</p> <p style="text-align: center; margin-top: 20px;">Signature of Person Conducting the Survey _____</p>