



# LIFE SAFETY & FIRE INSPECTION CHECKLIST

## College Classroom & Lecture Buildings

Y = Meets Requirements; N= Does Not Meet Requirements



Y N

### EXTERIOR:

- Fire Lanes marked/unobstructed (MSFC 503.3, 503.4)
- Address visible (MSFC 505.1)
- Fire hydrants/water supply accessible (MSFC 508)
- Combustible accumulations/storage acceptable (MSFC 304.2, MSFC 315.3)
- F.D. key box present/maintained (MSFC 506)
- F.D. connections visible/maintained (MSFC 912)
- Gas meter/piping protected against impact (MSFC 312, 603.9)
- Dumpsters are outside and 5 ft. or more from combustible walls, openings or combustible roof eave lines. (MSFC 304.3.3)

### EXIT FEATURES/MEANS OF EGRESS:

- Adequate number of exits (MSFC 1004.4, 1015, 1019, 1027.23)
- Exits, aisles, & corridors free of obstructions (MSFC 1028.3)
- Exit doors open from inside (MSFC 1008.1.8)
- Exit signs present and operational (MSFC 1011, 1027.3)
- Emergency lighting present, operational & tested (MSFC 1006, 1027.5)
- Exit corridors rated (MSFC 1017.1, 1027.17.1)
- Minimum corridor width – 6' (MSFC 1017.2)
- No locks, chains, keys or special knowledge required to open exit doors (MSFC 1008.1.8.3)
- Panic hardware on exit doors if capacity of room is 50 or more people (MSFC 1008.1.8.3)

### CONSTRUCTION FEATURES:

- Fire rated construction present/maintained (MSFC 703.1)
- Incidental use areas separated/sprinklered (MSFC 705.3)
- Rated/required fire doors operational (MSFC 703.2)
- Vertical openings protected (MSFC 704.2)

### STORAGE:

- Storage neat and orderly (MSFC 315.2)
- Storage of combustible materials kept to a minimum (MSFC 304.2)
- Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms (MSFC 315.2.3)
- Storage maintained [2' below ceiling un-sprinklered, 18" sprinklered] (MSFC 315.2.1)
- Rubbish/waste subject to spontaneous ignition shall be disposed of daily and in listed container (MSFC 304.3.1)
- Fuel powered equipment shall be stored outdoors or in fire rated room (MSFC 313.1)

### FLAMMABLE/COMBUSTIBLE LIQUIDS:

- Safety containers if used (MSFC 2705.1.10, 3405.2.4)
- Adequate ventilation (MSFC 3405.3.7.5.1)
- No basement storage unless sprinklered (MSFC 3404.3.5.1)
- No sources of ignition (MSFC 3404.2.4)
- Quantities >10 gals in cabinet (MSFC 3404.3.4.4)
- Not stored/kept near exits (MSFC 3404.3.3.3)

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### UTILITY/MECHANICAL/HVAC:

- Heating equipment serviced annually to ensure proper operation (MSFC 603.5.2)
- Approved piping, connections & appliances used (MSFC 603.1.2)
- Combustion air supply/venting present (MSFC 603.1)
- Adequate clearance between combustibles and appliances (MSFC 305.1, 603.5.3)
- Commercial hood ducts/filters are clean (MSFC 904.11.6.3)
- Spray finishing to be conducted in separate booth or room with adequate ventilation (MSFC 1504.2)

### HAZARDOUS MATERIALS:

- Compressed gas cylinders secured (MSFC 3003.5)
- Rooms/areas properly labeled (MSFC 2703.5)
- Acceptable quantities (MSFC 2703.1.1)
- Separation of incompatible materials (MSFC 2703.9.8)
- Current MSDS' available for inspection (MSFC 2701.5.2)

### ELECTRICAL:

- No electrical hazards (MSFC 605.1, 605.6)
- Appliances/fixtures in good condition (MSFC 605.7)
- Power taps are correct design & properly used (MSFC 605.4)
- Extension cords not substituted for fixed wiring (MSFC 605.5)
- Access/clearance to electrical panels (MSFC 605.3)
- Electrical Rooms labeled (MSFC 605.3.1)

### FIRE SAFETY PRECAUTIONS:

- Proper clearance between combustible materials and heaters (MSFC 305.1)
- No open flames (lighters, matches, etc) in classrooms/lecture halls/offices unless permit is obtained (MSFC 308.3)
- Keep combustible rubbish to minimum (MSFC 304.1, 304.2)
- No hot work (welding, grinding) near combustible materials unless shielded (MSFC 2604.1.1)
- Maintain fire watch 30 minutes after hot work (welding, grinding) is finished (MSFC 2604.2.1)
- Fire safety and evacuation plans created and maintained (MSFC 404)

### FIRE PROTECTION SYSTEMS:

- Extinguishers, pull stations, sprinkler controls are readily accessible (MSFC 901.6, 903.3.1, 906.5)
- All systems tested/inspected at least annually (MSFC 901.6.1, 904.11.6, 907.20)
- Coverage is adequate and properly installed (MSFC 903.3.1, 905.2, 907)
- Control panel/annunciator panel in normal condition [no trouble or alarm conditions] (MSFC 901.6, 901.7)
- Hood system fuel shutoff present (MSFC 904.11.2)

Version 1.0 effective 9/12/11

This checklist is intended as a guide to assist fire inspection personnel in identifying general fire and life safety hazards, other possible code requirements may apply. Please refer to other checklists for information on certain occupancies/topics.

MSFC = Minnesota State Fire Code

# LIFE SAFETY & FIRE INSPECTION RECOMMENDATIONS

## *College Classroom & Lecture Buildings*

**NOTE: The information contained below are recommendations to ensure life and fire safety in the event of an emergency and not actual Minnesota State Fire Code (MSFC) requirements.**

- *Ensure employees know how to evacuate from work areas and perform any assigned duties in an emergency.*
- *Employees should know location of nearest means to activate fire alarm system and extinguisher.*
- *In the event of a fire, occupants should only fight the fire **IF**:*
  - o *Fire is not spreading rapidly*
  - o *Fire is not blocking means of escape*
  - o *Occupants are trained to use equipment needed to fight fire*

*If none of the above are possible, leave the area **IMMEDIATELY***

- *Post evacuation routes in each classroom/lecture hall/auditorium located near exit doors*
- *If chemicals or hazardous materials are required, order and store the minimum amount required for teaching, instruction or use.*
- *Survey chemicals or hazardous materials at least annually and properly discard any that are expired or show signs of decomposition.*
- *Regularly clean lint traps on dryers and filters on vents, fans, air conditioners or other mechanical equipment*
- *Clean up spills of flammable liquids or other hazardous materials quickly and safely*
- *Keep announcements, decorations or other paperwork to a minimum (maximum of 20 percent of wall area preferably) and fasten all corners to bulletin boards.*

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