



LYNCHBURG FIRE DEPARTMENT FIRE MARSHAL'S OFFICE SELF SURVEY FOR EDUCATIONAL AND CARE OCCUPANCIES

SURVEY INFORMATION		
Business Name:	Date of Survey:	
Name of Surveyor:		
SURVEY		
	Yes	No
1. Are exits locked or blocked?		
2. Have fire extinguishers had their annual inspection?		
3. Are fire extinguishers missing?		
4. Have sprinkler systems (if provided) been inspected annually?		
5. Are illuminated exit signs located at all exterior exits?		
6. Are emergency lights in working order?		
7. Has the fire alarm been inspected within the past year?		
8. Fire Rated Doors – All fire rated doors must be kept closed unless they are held open with an approved device that is part of the building alarm system. Doors must close and positively latch.		
9. Are combustible materials (paper, plastic, etc...) in storage areas kept 36 inches away from electrical equipment?		
10. Are kitchen/cafeteria employees trained in the use of fire extinguishers and range vent hood suppression systems?		
11. Do sprinkler risers have at least 36 inches of clearance?		
12. Are fire drills conducted regularly?		
13. Is there good housekeeping in the following areas:		
• Janitor's Closets		
• Furnace Closets		
• Kitchen (under/behind ranges)		
• Storage Areas		
• Restrooms		
• Boiler Rooms		
• Exterior of the Building		
14. Is the building readily accessible for rescue and firefighting?		
15. Is panic hardware provided on all exit doors?		
16. Are corridors kept free of combustible material storage?		
17. Is the building free of un-vented fuel-fired heating equipment?		
18. Is the use of extension cords limited to temporary use only?		
19. Do the corridors have excessive decoration or other combustibles on the walls, ceiling?		

Explanations

1. Exits may not be blocked. Items may not be stored in hallways blocking exits. Chains and locks should not be used to lock exterior exit doors. Furniture shall not be placed in front of exits.
2. Fire extinguishers are required to be inspected annually by a qualified person. Documentation of inspection is required.
3. Fire extinguishers should be located so that the distance to reach an extinguisher does not exceed 75 feet of travel.
4. If a building is equipped with an automatic sprinkler system, many tests are required annually. These tests may include:
 - a. Control valve inspection
 - b. Pipe and fittings inspection
 - c. Sprinkler inspection
 - d. Fire department connection inspection
5. Exit signs are required to be illuminated to assist occupants in finding the nearest exit. Exit signs are also required to stay illuminated upon loss of electrical power to the building.
6. Emergency lighting is a lighting unit that will be activated upon loss of electrical power to the building. They are battery powered and are always being charged by the building's electrical system.
7. Fire alarms are required to be inspected annually. The alarm system should be inspected by a licensed alarm company.
8. Doors that are properly secured may help prevent fire and or smoke from spreading to another area.
9. Electrical panels are a source of ignition. Electrical equipment needs clear air space to keep equipment from overheating and possibly causing a fire.
10. Employees of the kitchen/cafeteria of the facility should know how to manually discharge the vent hood suppression system and should be familiar with the use of a fire extinguisher.
11. Access to the sprinkler system can aid firefighters in mitigating a problem.
12. Monthly fire drills are required/recommended.
13. All areas should be kept in a neat, orderly fashion free of debris and litter. Combustibles should be kept 24 inches from the ceiling in non-sprinkled buildings and 18 inches from the ceiling in sprinkled buildings.
14. Does fencing, landscaping, and parked vehicles present a problem from the standpoint of rescue/firefighting?
15. Any required exit shall not require any special knowledge or effort to exit the building.
16. Corridors shall not be used for storage.
17. All heating equipment that uses natural gas, propane or any hydrocarbon fuel is required to be vented. The intent is to prevent the accumulation of carbon monoxide.
18. Extension cords are only allowed to be used as temporary wiring and shall not replace permanent wiring.
19. Corridors are limited to the amount of artwork allowed. A large amount of artwork increases the fuel load in the corridors that are intended to provide a safe means of escape from the building should a fire occur.

THE SAFETY OF THE STUDENTS IN YOUR FACILITY
MUST BE PARAMOUNT ABOVE ALL THINGS.