



## EDUCATIONAL OCCUPANCY PRE-INSPECTION CHECKLIST

As defined in IFC 2003, Sec. 202, p.17

The following is a list of requirements of the International Fire Code 2003; adopted by the City of Garland and enforced by the Garland Fire Marshal's Office. This list details items that are specifically related to Group E occupancies. Each entry is referenced and stated exactly as found in the IFC.

The intent of the checklist is to provide you with clearly defined guidelines of what compliance of the fire code in your schools entails. Hopefully, this information will afford you the opportunity to identify areas that need to be brought into compliance early in the school year and before the fire inspector comes to your campus for an inspection. We believe this "heads up" will facilitate a streamlined inspection process and a higher percentage of compliance throughout the GISD.

If you should have questions or need clarification of a requirement or have any questions, feel free to contact the Garland FMO at 972-781-7148.

### **I. EXITS (E)**

- A. Obstruction to exits shall not be placed in the required width and exits shall not be obstructed in any manner. 1003.6
- B. Entrance doors in Group E occupancies shall not be secured from the egress side during period that the building is open to the general public. 1008.1.3.4

### **II. FIRE PROTECTION SYSTEMS (E)**

- A. Fire extinguishers shall not be obstructed or obscured from view. 906.6
- B. Hand-held portable fire extinguishers, not housed in cabinets, shall be installed on hangers or brackets supplied. 906.7
- C. Fire extinguishers shall be serviced annually and shall have a current service tag attached. 901.6
- D. Automatic fire extinguishing systems of commercial cooking equipment shall be serviced at least every 6 months and after activation of the system. Check tag. 904.11.6.4
- E. Fire detection, alarm and extinguishing systems shall be maintained in an operative condition at all times. 901.6
- F. A 3-foot clear space shall be maintained around the circumference of fire hydrants. 508.5.5

### **III. HOUSEKEEPING (E)**

- A. Storage shall be maintained 2 feet or more below the ceiling in nonsprinklered areas of buildings a minimum of 18 inches below sprinkler head deflectors in sprinklered areas of buildings. 315.2.1
- B. Combustible material shall not be stored in exits or exit enclosures. 315.2.2
- C. Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms. 315.2.3
- D. Hoods, grease-removal devices, fans, ducts shall be cleaned to prevent the accumulation of grease. Cleaning shall be recorded and such records shall be maintained on the premises. Show proof. 904.11.6.3

- E. A Type 1 hood shall be installed at or above all commercial food cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors. 610.2

## **IV. ELECTRICAL (E)**

- A. Relocatable power taps shall be directly connected to a permanently installed receptacle. 605.4.2
- B. Relocatable power taps shall not extend through walls, ceilings, floors, under doors or floor coverings, or be subject to damage. 605.4.3
- C. Extension cords shall not be a substitute for permanent wiring. 605.5
- D. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors. 605.5
- E. Extension cords shall only be plugged directly into an approved receptacle, power tap, or multiplug adapter. 605.5.1
- F. Extension cords shall not contain splices or damage. 605.5.3
- G. Extension cords shall be grounded when serving grounded portable appliances. 605.5.4
- H. A working space and clearance of not less than 30 inches in width, 36 inches in depth and 78 inches in height shall be provided in front of electrical service equipment (panel). Where electrical service equipment is wider than 30 inches, the working space shall not be less than the width of the equipment. 605.3
- I. Open junction boxes and open wiring splices shall be prohibited. Approved covers shall be provided for all switch and outlet boxes. 605.6

## **V. MISCELLANEOUS (E)**

- A. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. 503.4
- B. An approved fire safety and evacuation plan shall be prepared and maintained. The plan shall be reviewed or updated annually. 404.4, 404.2
- C. All occupants must participate in monthly fire and evacuation drills. 405.2

## **VI. HAZARDOUS MATERIALS (E)**

- A. Flammable and combustible liquids used for maintenance and the operation of equipment exceeding 10 gallons shall be stored in a liquid storage cabinet. 3404.3.4.4

## **VII. FIRE PROTECTION (E)**

- A. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable. 703.2
- B. Fire door assemblies shall not be modified. 703.2
- C. Horizontal and vertical sliding and rolling fire doors shall be inspected and tested annually to confirm proper operation and full closure. A written record shall be maintained and available. 703.4
- D. When magnetic hold open devices on fire doors are out of service the door shall remain in the closed position. 703.2.2