**HEALTH/LIFE SAFETY ANNUAL INSPECTION CHECKLIST (ROE)**

**Administrative and General Building Requirements**

🞏 Safety reference plans (1) 🞏 Fire alarm audibility (10) 🞏 Alcohol hand-rub-dispensers (19)

🞏 School safety drills (2) 🞏 Manual fire alarm station (11) 🞏 Decorative vegetation (20)

🞏 Annual review of crisis plans (3) 🞏 ITM of fire alarm systems (12) 🞏 Space heaters (21)

🞏 Hold-open devices (4) 🞏 Functional sprinkler system (13) 🞏 Furnishings and decorations (22)

🞏 Unobstructed exits (5) 🞏 Clearance above storage (14) 🞏 Interior wall, ceiling and floor finishes (23)

🞏 Emergency lighting + exit signs (6) 🞏 Functional standpipe system (15) 🞏 Extension cords/multiple plug adaptors (24)

🞏 Testing of emergency lighting (7) 🞏 Fire extinguishers (16) 🞏 Electrical systems (25)

🞏 Flam/comb liquids + chemicals (8) 🞏 Safety glazing (17)\* 🞏 Carbon Monoxide Detection (26)

🞏 Fire alarm system (9) 🞏 Shower/eye wash stations (18)\* **(A)-applies only if classified as assembly**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Arts and Crafts Rooms**🞏 Fire-rated construction (28)🞏 Fire detectors (29)🞏 Spray finishing (30)🞏 Limited Spraying Spaces (31)🞏 Electrical Wiring & Equip (32)🞏 Kiln exhaust (33)🞏 Kiln fuel switch (34)🞏 Eye glasses (35)\*🞏 Toxic art supplies (36)\***Auditoriums**🞏 Posted occupancy loads (37)🞏 Number of exits (38)🞏 Means of egress arrange (39)🞏 Illuminated exit signs (40)🞏 Emergency lighting (41)🞏 Fire-rated construction (42)🞏 Fire detectors (43)**Automotive Shops**🞏 Fire-rated construction (51)🞏Fire detectors (52)🞏Spray paint rooms (53)🞏 Limited Spraying Spaces (54)🞏 Electrical Wiring & Equip (55)🞏 Welding booth exhaust (56)🞏 Eye glasses (57)\***Bleachers and Grandstands**🞏 Inspection/maintenance (63)\*🞏 Storage underneath (64)**Boiler Room**🞏 Door swing (69)🞏 Fire-rated construction (70)🞏 Housekeeping (71)🞏Fire detectors (72)🞏Emergency fuel switch (73)🞏 Inspection posted (74)**Cafeteria (A)**🞏 Posted occupant loads (80)🞏 Number of exits (81)🞏 Means of egress arrange (82)🞏 Illuminated exit signs (83)🞏 Emergency lighting (84)🞏 Fire-rated construction (85)🞏 Fire detectors (86)**Classrooms**🞏 Doors unlocked (93)🞏 Fire-rated construction (94)🞏 Door glass-vision panel (95)🞏 Classroom door swing (96)🞏 Artwork in classrooms (97) |  | **Corridors**🞏 Number of exits (108)🞏 Dead-end travel (109)🞏 Illuminated exit signs (110)🞏 Emergency lighting (111)🞏 Fire-rated construction (112)🞏 Width of corridors (113)🞏 Storage in corridors (114)🞏 Artwork (115)**Elevator and Conveying Systems**🞏Does not obstruct egress (121)🞏Certificate of Inspection (122)**Exterior Items**🞏 Exterior stairs maintained (123)🞏 Fire lanes (124)🞏 Fire dept connection (125)🞏 Fire hydrants (126)**Fire Escape Stairs**🞏 Existing fire escapes (128)🞏 Access to fire escapes (129)🞏 Protection of openings (130)🞏 Testing (131)**Greenhouses**🞏 Fire-rated construction (132)🞏 Fire alarm systems (133)🞏Fire detectors (134)**Gym and Multipurpose Rooms**🞏 Posted occupant loads (138)🞏 Number of exits (139)🞏 Means of egress arrange (140)🞏 Illuminated exit signs (141)🞏 Emergency lighting (142)🞏 Fire-rated construction (143)**Home Economics and Family Services Rooms**🞏 Fire-rated construction (151)🞏 Fire detector (152)🞏 Exhaust fan (153**Industrial Technology Labs**🞏 Fire-rated construction (161)🞏 Fire detectors (162)🞏 Welding booth exhaust(163)🞏 Eye glasses (164)\***Kitchens**🞏 Fire-rated construction (176)🞏 Fire detectors (177)🞏 Fire extinguishers (178)🞏Cooking hood exhaust (179) |  | 🞏 Exhaust inspections (180)🞏 Filter maintenance (181)🞏 Fire extinguishing systems (182)**Library/Media Center (A)**🞏 Posted occupancy loads (189)🞏 Number of exits (190)🞏 Means of egress arrange (191)🞏 Illuminated exit signs (192)🞏 Emergency lighting (193)🞏 Fire-rated construction (194)🞏 Fire detectors (195)**Mechanical & Furnace Rooms**🞏 Fire-rated construction (198)🞏 Fire detectors (199)🞏 Storage of combustibles (200)**Music Practice Rooms**🞏 Sound proofing (202)**Photo Developing Labs**🞏 Fire-rated construction (208)🞏 Fire detector (209)🞏 Exhaust fan (210)🞏 Chemical storage (211)**Science Laboratories**🞏 Fire-rated construction (225)🞏 Fire detector (226)🞏 Exhaust fan (227)🞏 Fume hood exhaust (228)🞏Eye glasses (229)\*🞏 Chemical storage (230)🞏 Emergency fuel switch (231)**Shower and Locker Rooms**🞏 Number of exits (235)🞏 Illuminated exit signs (236)🞏 Exhaust fan (237)\*🞏 Vapor-proof lights (238)\***Stages (Large)+Accessory Rooms**🞏Illuminated exit signs (243)🞏 Emergency lighting (244)🞏 Fire-rated construction (245)🞏 Proscenium wall protection (246)🞏 Curtains and scenery (247)🞏 Sprinklers and ventilators (248)🞏 Standpipes (249)**Stages (Small)**🞏 Illuminate exit signs (256)🞏 Emergency lighting (257)🞏 Curtains+scenery (258)🞏 Fire detectors (259) |  | **Stages with Storage Under**🞏 Fire-rated constr (265)🞏 Storage only (266)🞏 Fire detectors (267)🞏 Sprinklers (268)**Stairwells**🞏 Properly maintained (272)🞏Illuminated exit signs (273)🞏 Emergency lighting (274)🞏 Stair enclosure (275)🞏No storage (276)🞏 Fire detector (277)**Storage/Supply/Closets**🞏 Fire-rated constr (283)🞏 Fire detector (284)🞏 Classroom/janitor’s (285)**Swimming Pools**🞏Occup loads (289) **(A)**🞏 Number of exits (290) **(A)**🞏 Egress arrange (291) **(A)**🞏 Exit signs (292) **(A)**🞏 Emerg lighting (293) **(A)**🞏 Fire-rated constr (294) **(A)**🞏 Vapor-proof lights (295)\*🞏 Exhaust fan (296)\*🞏 IDPH equipment (297)\*🞏 Fire extinguisher (298)🞏 Fire detectors (299)**Teachers Workrooms and Lounges**🞏 Fire-rated constr (301)🞏 Fire detector (302)🞏 Exhaust fan (303)**Time-Out Rooms**🞏 Ceiling height (304)🞏 Safe construction (305)🞏 Locking (306)🞏 Monitoring (307)**Toilets**🞏 Exhaust fan (309)\***Woodworking Shop**🞏 Fire-rated constr (315)🞏 Fire detectors (316)🞏Fire extinguishers (317)🞏 Sawdust collector (318)🞏 Eye glasses (319)\*🞏 Housekeeping (320) |

|  |  |  |
| --- | --- | --- |
| **District** |  | **Date:** |
| **School** |  |  |
| **School Address** |  | **Inspected by:** |
| ***Administration and General Building Requirements*** |
| **Y** | **N** | **N/A** |   | **(Code references found in the Glossary)** | **Remarks** |
|  |  |  | 1 | Safety reference plans |  |
|  |  |  | 2 | School safety drills |  |
|  |  |  | 3 | Annual review of crisis plans |  |
|  |  |  | 4 | Hold-open devices |  |
|  |  |  | 5 | Unobstructed exits |  |
|  |  |  | 6 | Emergency lighting and illuminated exit signs |  |
|  |  |  | 7 | Testing of emergency lighting and exit signs |  |
|  |  |  | 8 | Flammable/combustible liquids + chemicals |  |
|  |  |  | 9 | Fire alarm system |  |
|  |  |  | 10 | Fire alarm audibility |  |
|  |  |  | 11 | Unobstructed manual fire alarm stations |  |
|  |  |  | 12 | Inspection, testing, maintenance fire alarm system |  |
|  |  |  | 13 | Functional sprinkler system |  |
|  |  |  | 14 | Clearance above storage and from sprinklers |  |
|  |  |  | 15 | Functional standpipe system |  |
|  |  |  | 16 | Fire extinguishers |  |
|  |  |  | 17 | Safety glazing\* |  |
|  |  |  | 18 | Emergency shower and eye wash stations\* |  |
|  |  |  | 19 | Wall-mounted alcohol hand-rub dispensers |  |
|  |  |  | 20 | Decorative vegetation |  |
|  |  |  | 21 | Space heaters |  |
|  |  |  | 22 | Furnishings and decorations |  |
|  |  |  | 23 | Interior Wall, ceiling, and floor finishes |  |
|  |  |  | 24 | Extension cords/multiple adaptors |  |
|  |  |  | 25 | Electrical systems |  |
|  |  |  | 26 | Carbon Monoxide Detection |  |
|  |
| ***Specific Requirements for Rooms and Spaces*** |
|  |
| **Y** | **N** | **N/A** |  | **Arts and Crafts Rooms** | **Remarks** |
|  |  |  | 28 | Fire-rated construction and door closers |  |
|  |  |  | 29 | Fire detectors |  |
|  |  |  | 30 | Spray finishing operations using flammable finishes |  |
|  |  |  | 31 | Limited spraying spaces |  |
|  |  |  | 32 | Explosion proof fixtures |  |
|  |  |  | 33 | Kiln exhaust fan |  |
|  |  |  | 34 | Kiln fuel switch |  |
|  |  |  | 35 | Eye glasses\* |  |
|  |  |  | 36 | Toxic art supplies\* |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Auditoriums** | **Remarks** |
|  |  |  | 37 | Posted occupancy load |  |
|  |  |  | 38 | Number of exits |  |
|  |  |  | 39 | Means of egress arrangement |  |
|  |  |  | 40 | Illuminated exit signs |  |
|  |  |  | 41 | Emergency lighting |  |
|  |  |  | 42 | Fire-rated construction and door closers |  |
|  |  |  | 43 | Fire detectors |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Automotive Shops** | **Remarks** |
|  |  |  | 50 | Emergency lighting |  |
|  |  |  | 51 | Fire-rated construction and door closers |  |
|  |  |  | 52 | Fire detectors |  |
|  |  |  | 53 | Fire protection in spray paint rooms and booths |  |
|  |  |  | 54 | Limited Spraying Spaces |  |
|  |  |  | 55 | Explosion proof lights |  |
|  |  |  | 56 | Welding booth exhaust |  |
|  |  |  | 57 | Eye glasses\* |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Bleachers and Grandstands** | **Remarks** |
|  |  |  | 63 | Installation, inspection and maintenance\* |  |
|  |  |  | 64 | Combustible storage and waste accumulation |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Boiler Room** | **Remarks** |
|  |  |  | 69 | Door swing |  |
|   |   |   | 70 | Fire-rated construction and door closers |  |
|   |   |   | 71 | Housekeeping |  |
|   |   |   | 72 | Fire detectors |  |
|   |   |   | 73 | Emergency fuel burner switch |  |
|   |   |   | 74 | Certificate of inspection posted |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |   | **Cafeteria (A)** | **Remarks** |
|   |   |   | 80 | Posted occupant loads |  |
|   |   |   | 81 | Number of exits |  |
|   |   |   | 82 | Means of egress arrangement |  |
|   |   |   | 83 | Illuminated exit signs |  |
|   |   |   | 84 | Emergency lighting |  |
|   |   |   | 85 | Fire-rated construction and door closers |  |
|  |  |  | 86 | Fire detectors |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Classrooms** | **Remarks** |
|   |   |   | 93 | Inside of exit doors unlocked |  |
|   |   |   | 94 | Fire-rated construction and door closers |  |
|   |   |   | 95 | Door glass-vision panel |  |
|  |  |  | 96 | Classroom door swing |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Computer Hub Closets** | **Remarks** |
|   |   |   | 102 | Fire detectors |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Corridors** | **Remarks** |
|   |   |   | 108 | Number of exits |  |
|   |   |   | 109 | Dead-end travel |  |
|   |   |   | 110 | Illuminated exit signs |  |
|   |   |   | 111 | Emergency lighting |  |
|   |   |   | 112 | Fire-rated construction |  |
|   |   |   | 113 | Capacity and width of corridors |  |
|   |   |   | 114 | Storage in corridors and lobbies |  |
|  |  |  | 115 | New Artwork |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Elevator and Conveying Systems** | **Remarks** |
|   |   |   | 121 | Does not obstruct egress |  |
|   |   |   | 122 | Certificate of inspection |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Exterior Items** | **Remarks** |
|   |   |   | 123 | Exterior stairways properly installed/maintained |  |
|  |  |  | 124 | Fire lanes |  |
|  |  |  | 125 | Fire department connection |  |
|  |  |  | 126 | Fire hydrants |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Fire Escape Stairs** | **Remarks** |
|  |  |  | 128 | Existing fire escapes |  |
|  |  |  | 129 | Access to fire escapes |  |
|  |  |  | 130 | Protection of openings |  |
|  |  |  | 131 | Testing |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Greenhouses** | **Remarks** |
|   |   |   | 132 | Fire-rated construction and door closers |  |
|  |  |  | 133 | Fire alarm systems |  |
|   |   |   | 134 | Fire detectors |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Gym and Multipurpose Rooms** | **Remarks** |
|   |   |   | 138 | Posted occupant loads |  |
|   |   |   | 139 | Number of exits |  |
|   |   |   | 140 | Means of egress arrangement |  |
|   |   |   | 141 | Illuminated exit signs |  |
|   |   |   | 142 | Emergency lighting |  |
|   |   |   | 143 | Fire-rated construction and door closers |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Home Economics+Family Services Rooms** | **Remarks** |
|   |   |   | 151 | Fire-rated construction and door closers |  |
|   |   |   | 152 | Fire detectors |  |
|   |   |   | 153 | Exhaust fan |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Industrial Technology Labs** | **Remarks** |
|   |   |   | 160 | Emergency lighting |  |
|   |   |   | 161 | Fire-rated construction and door closers |  |
|   |   |   | 162 | Fire detectors |  |
|   |   |   | 163 | Welding booth exhaust |  |
|   |   |   | 164 | Eye glasses\* |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Kitchens** | **Remarks** |
|   |   |   | 176 | Fire-rated construction and door closers |  |
|   |   |   | 177 | Fire detectors |  |
|   |   |   | 178 | Fire extinguishers |  |
|   |   |   | 179 | Range canopy exhaust |  |
|   |   |   | 180 | Inspection and cleaning of cooking exhaust system |  |
|  |  |  | 181 | Filter installation and maintenance |  |
|  |  |  | 182 | Cooking hood extinguishing systems |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Library and Media Centers (A)** | **Remarks** |
|   |   |   | 189 | Posted occupancy loads |  |
|   |   |   | 190 | Number of exits |  |
|   |   |   | 191 | Means of egress arrangement |  |
|   |   |   | 192 | Illuminated exit signs |  |
|   |   |   | 193 | Emergency lighting |  |
|   |   |   | 194 | Fire-rated construction and door closers |  |
|  |  |  | 195 | Fire detectors |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Mechanical & Furnace Rooms** | **Remarks** |
|  |  |  | 198 | Fire-rated construction and door closers |  |
|  |  |  | 199 | Fire detectors |  |
|  |  |  | 200 | Storage of combustibles |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Music Practice Rooms** | **Remarks** |
|  |  |  | 202 | Sound proofing used as wall covering |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Photo Developing Rooms** | **Remarks** |
|   |   |   | 207 | Emergency lighting |  |
|   |   |   | 208 | Fire-rated construction and door closers |  |
|   |   |   | 209 | Fire detectors |  |
|   |   |   | 210 | Exhaust fan |  |
|  |  |  | 211 | Proper storage of chemicals |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Science Laboratories** | **Remarks** |
|   |   |   | 225 | Fire-rated construction and door closers |  |
|   |   |   | 226 | Fire detectors |  |
|   |   |   | 227 | Exhaust fan |  |
|   |   |   | 228 | Fume hood exhaust |  |
|   |   |   | 229 | Eye glasses\* |  |
|  |  |  | 230 | Proper storage of chemicals |  |
|  |  |  | 231 | Emergency fuel burner switch |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Shower and Locker Rooms** | **Remarks** |
|   |   |   | 235 | Number of exits |  |
|  |  |  | 236 | Illuminated exit signs |  |
|   |   |   | 237 | Emergency lighting |  |
|   |   |   | 238 | Exhaust fan\* |  |
|  |  |  | 239 | Vapor-proof lights\* |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Stage (Large), and Accessory Areas** | **Remarks** |
|   |   |   | 243 | Illuminated exit signs |  |
|   |   |   | 244 | Emergency lighting |  |
|   |   |   | 245 | Fire-rated construction and door closers |  |
|   |   |   | 246 | Proscenium wall protection |  |
|   |   |   | 247 | Curtains and scenery |  |
|  |  |  | 248 | Sprinkler systems and ventilators |  |
|  |  |  | 249 | Standpipes for stages |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Stages (Small)** | **Remarks** |
|  |  |  | 256 | Illuminated exit signs |  |
|  |  |  | 257 | Emergency lighting |  |
|  |  |  | 258 | Curtains and scenery |  |
|  |  |  | 259 | Fire detectors |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Stages with Storage Underneath** | **Remarks** |
|  |  |  | 265 | Fire-rated construction and door closers |  |
|  |  |  | 266 | Noncombustible storage only |  |
|  |  |  | 267 | Fire detectors |  |
|  |  |  | 268 | Sprinklers |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Stairwells** | **Remarks** |
|   |   |   | 272 | Properly maintained stairs |  |
|   |   |   | 273 | Illuminated exit signs |  |
|   |   |   | 274 | Emergency lighting |  |
|   |   |   | 275 | Interior exit stair enclosure |  |
|   |   |   | 276 | No storage under stairs |  |
|   |   |   | 277 | Fire detectors |  |
|  |  |  |  |  |  |
|  |  |  |  |  | **Remarks** |
| **Y** | **N** | **N/A** |  | **Storage/Supply/Closets** |  |
|  |  |  | 283 | Fire-rated construction and door closers |  |
|   |   |   | 284 | Fire detectors |  |
|  |  |  | 285 | Classroom/janitor’s closets |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Swimming Pools** | **Remarks** |
|   |   |   | 289 | Posted occupancy loads (A) |  |
|  |  |  | 290 | Number of exits (A) |  |
|   |   |   | 291 | Means of egress arrangement (A) |  |
|   |   |   | 292 | Illuminated exit signs (A) |  |
|   |   |   | 293 | Emergency lighting (A) |  |
|   |   |   | 294 | Fire-rated construction (A) |  |
|  |  |  | 295 | Vapor-proof lights\* |  |
|  |  |  | 296 | Exhaust fan\* |  |
|  |  |  | 297 | IDPH safety equipment\* |  |
|  |  |  | 298 | Fire extinguishers |  |
|  |  |  | 299 | Fire detectors |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Teacher’s Workroom/Lounge** | **Remarks** |
|   |   |   | 301 | Fire-rated construction and door closers |  |
|   |   |   | 302 | Fire detectors |  |
|   |   |   | 303 | Exhaust fan |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Time-Out Rooms** | **Remarks** |
|  |  |  | 304 | Ceiling height |  |
|  |  |  | 305 | Safe construction |  |
|  |  |  | 306 | Locking |  |
|  |  |  | 307 | Monitoring |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Toilets** | **Remarks** |
|   |   |   | 309 | Exhaust fan\* |  |
|  |  |  |  |  |  |
| **Y** | **N** | **N/A** |  | **Woodworking Shops** | **Remarks** |
|   |   |   | 314 | Emergency lighting |  |
|   |   |   | 315 | Fire-rated construction and door closers |  |
|   |   |   | 316 | Fire detectors |  |
|   |   |   | 317 | Fire extinguishers |  |
|   |   |   | 318 | Sawdust collector and exhaust |  |
|   |   |   | 319 | Eye glasses\* |  |
|  |  |  | 320 | Housekeeping |  |

**\***Will not be addressed by fire service personnel

 **Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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