

Annual HLS Inspection ~ Required Documents

Required Documents to be presented to the ROE Inspector at the

Beginning of the Annual Inspection:

- 2019-2020 Life/Safety Verification Form (Fully Completed/ Signed)
- Know when your last HLS 10 year survey was done and have a copy available for inspection
- School Drill Documentation Form for Previous Year
- Emergency Lighting Maintenance Log
- Stage Flameproof Curtain Certificate (if applicable)
- Safety Reference Plans, these are the evacuation plans that should be posted in all rooms closets, storage rooms, boiler rooms, everywhere
- Boiler Certificates (if applicable)
- Flame Retardant applications to classroom furniture
- Verification of yearly meeting to discuss crisis plan and its update

Please be ready to discuss any 2018-2019 Violations and concerns of your facility.