

Schedules and Documents to Have Ready Prior to the Annual Health/Life Safety Inspection

MAIN OFFICE OF BUILDING PRIOR TO INSPECTION

(Inspection date)

- Life Safety Verification Form: *available from ROE*
(Fill out the form and print for your copy)
- 10-year Life Safety Survey in District office.
(Need to see to check off)
- Safety Reference Plans: should have been done by architect for the 10-year Life Safety Survey.
See item 2, page 6 of HLS Glossary for a more detailed outline.
(Each building should have their own - need to see to check off)
- School Safety Drill documentation and District Annual Safety Review Report; *forms available at ROE*
- Schedule of monthly testing of emergency lighting.
(Need to see schedule to check off)
- Schedule of Fire Alarm testing (pull stations, alarms, detectors) checked annually.
(Need to see schedule to check off)
- Schedule and inspection certificate of sprinkler system by 3rd party certified inspector.
(Need to see to check off)
- Integrated Pest Management Plan.
(Need to see to check off)
- Bleacher inspection schedule and documentation; Certificate of inspection from 3rd party certified inspector every other year, in-house inspection documentation in off-years.
(Dates should be on Life Safety Verification Form – item 1 above)

LOCATED THROUGHOUT BUILDING DURING INSPECTION

- Yearly boiler inspection certificate; located in boiler room near boiler. Don't remove from boiler room.
(Need to see to check off)
- Elevator/lift inspection certificate; located in elevator/lift. Don't remove from elevator/lift.
(Need to see to check off)
- Kitchen range hood exhaust filter cleaning schedule with dates cleaned. You may have in office prior to inspection if you wish.
(Need to see to check off)
- Kitchen automatic fire suppression system inspection; every 6 months.
Do not remove from extinguishing system.
(Need to see to check off)
- Fire extinguisher inspection tags; inspected yearly and new tags placed on all extinguishers.
Do not remove from extinguishers.
(Need to see to check off)