

*This revised form more closely duplicates the fields as they appear in the reporting portal.*

*Our office provides this as a tool to assist the team to educate, communicate and gather required information to be reported.*

*As with all changes and updates, it's a work-in-progress. Your comments and corrections are welcomed.*

*Please note: the last page includes the familiar checklist with all of the non-conformance codes shown on a single page.*

*& a fillable version is in the works*



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## Part I: General Information and Fire/Life Safety History

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Inspection Date

**Note : Please insert the date the actual inspection took place.**

*The Inspection Date cannot be earlier than 45 days before the Due Date.*

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### 1. Please indicate the primary use of this facility:

- INSTRUCTIONAL
- ADMINISTRATIVE
- BUS MAINTENANCE
- BUS STORAGE ONLY
- LEASED FACILITY OFF SCHOOL GROUNDS
- MAINTENANCE
- OTHER

Please Specify:

- PUBLIC LIBRARY
  - STORAGE
  - VACANT
- 

2. Is there a fire sprinkler system in this facility?  YES  NO

If 'yes', is the sprinkler alarm connected with the building alarm?  YES  NO

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3. Is there a fire hydrant system for facility protection?  YES  NO

If 'yes', indicate ownership of system (select one):

- Public owned
- School owned
- Other

Please Specify:

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**4. Indicate the ownership of this facility**

- Leased
- Owned

**a. If the building is not District Owned, provide the name and address of Landlord or Building Owner:**

Name \*

  
  

Address \*

  
  
  

Telephone # \*

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**5. Does the District lease the building or spaces within the building to others?**  YES  NO

**a. If yes, indicate the tenant(s):**

Name \*

  
  

Address \*

  
  
  

Telephone # \*

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**6. What is the current gross square footage of this facility?**

*nearest whole ten feet:*

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**7. If this Facility is vacant, skip the remaining questions and go to Section #2 Non-Conformance and report any non-conformances for Items #25A-1 through #26A-3**

**8. FIRE AND EMERGENCY DRILLS**

If this facility is used for instruction, complete (a) - (g); otherwise go to question 9.

a. Per Section 807, paragraph 2 of the State Education Law entitled Fire and Emergency Drills, a copy of Section 807 has been printed and distributed as guidance to teaching staff?  YES  NO

b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1 and June 30 of the previous school year:  YES  NO

**FIRE & EMERGENCY DRILLS**

**NOTE Eight (8) are required between September 1, and December 31  
Eight (8) drills are required to be evacuation drills Four (4) drills are required to be lockdown drills**

	Date	Evacuation	Lockdown
1	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
12	<input type="text"/>	<input type="radio"/>	<input type="radio"/>

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

d. on the next page, please provide dates of the required monthly EMERGENCY EVACUATION DRILLS

EMERGENCY EVACUATION DRILLS

*Per NYS Fire Code; Section 405, Table 405.2*

*Required, monthly, for all occupants of Group E (Educational) buildings*

**NOTE: Some drills reported below may coincide with dates reported in 8 (b) above**

d. provide dates of the required monthly EMERGENCY EVACUATION DRILLS

	dates of drills	comments
1	<input type="text"/>	
2	<input type="text"/>	
3	<input type="text"/>	
4	<input type="text"/>	
5	<input type="text"/>	
6	<input type="text"/>	
7	<input type="text"/>	
8	<input type="text"/>	
9	<input type="text"/>	
10	<input type="text"/>	
11	<input type="text"/>	
12	<input type="text"/>	

e. If the required monthly evacuation drills were not held during the previous 12 months, provide reason:

f. Average time to evacuate facility was:

minutes

seconds

g. Arson and fire prevention instruction was provided in accordance with section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety for each month school is in session.  YES  NO

h. Employee fire prevention, evacuation, and fire safety training was provided, and records maintained, in accordance with Section F406 of the NYS Fire Code  YES  NO

9. If the fire alarm system was activated, was the fire department immediately notified?  YES  NO

10. Have there been any fires in this facility since the last annual fire inspection report?  YES  NO

a. If 'yes', indicate: Number of fires

Number of injuries

Total cost of property damage

## Part II: Non-Conformance Reporting Sheets

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### PART II - A

Item	Non-Conf	Date Corrected	Date Reinspected
01A-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
01B-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
01C-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
01D-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
01E-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
02A-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
02B-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
02C-3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
02D-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
02E-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
02F-3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
02G-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
03A-3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
03B-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
04A-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
04B-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
04C-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
05A-3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
05B-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
05C-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
06A-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
06B-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
06C-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
06D-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
06E-3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
06F-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
06G-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
06H-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
07A-3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
07B-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
07C-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

PART II - B

Item	Non-Conf	Date Corrected	Date Reinspected
08A-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
08B-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
08C-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
08D-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
08E-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
09A-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
09B-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
09C-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
09D-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
09F-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
09G-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
10A-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
10B-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
10C-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
10D-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
11A-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
11B-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
11C-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
11D-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
11E-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
12A-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
12B-3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
12C-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
12D-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
12E-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
12F-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
12G-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
12H-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
12I-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
12J-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
12K-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
12L-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
12M-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
12N-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
12O-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

PART II - B

Item	Non-Conf	Date Corrected	Date Reinspected
13A-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
13B-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
14A-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
14B-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
14C-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
14D-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
14E-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
15A-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
15B-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
15C-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
15D-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
15E-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
16A-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
16B-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
16C-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
16D-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
17A-3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
17B-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
17C-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
17D-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
17E-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
17F-3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
17G-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
17H-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
17I-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
17J-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
17K-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
17L-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
18A-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
18B-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
18C-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
18D-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
19A-3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
19B-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
19C-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

## Part II: Non-Conformance Reporting Sheets

### PART II - B

Item	Non-Conf	Date Corrected	Date Reinspected
19D-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
19E-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
19F-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
19G-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
19H-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
20A-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
20B-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
20C-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
21A-3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
22A-3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
22B-3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
22C-3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
23A-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
23B-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
23C-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
23D-2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
24A-3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
25A-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
25B-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
25C-1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
26A-3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

If any additional nonconformances are observed, check item 26A-3 and list the specific code sections here:

#### Inspector

Confirm that the inspector has been provided with a copy of the previous year's school fire safety inspection report:

YES

NO

## Part III: Public School Certifications

### Section III-A. Fire Inspector

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_  
Title: \_\_\_\_\_ Certification # \_\_\_\_\_  
(as designated by the NYS Department of State)  
Email: \_\_\_\_\_

### Section III-B. Building Administrator or Designee

*Please provide the name and contact information of the person responsible for monitoring this inspection (whomever accompanied the inspector; provided access to all spaces; and made available any records and/or required documentation requested by the inspector)*

The individual identified below certifies that this building inspection was conducted on this date \_\_\_\_\_ and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_  
Title: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature \_\_\_\_\_

### Section III-C. School Superintendent

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which are not corrected immediately shall be corrected within a period of time approved by the Commissioner.

Name: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Signature \_\_\_\_\_

**Part II: Public School Fire and Building Safety Non-Conformance Report Sheet**

School District \_\_\_\_\_  
 Facility # \_\_\_\_\_

Building Name \_\_\_\_\_

Part II-A (to be completed for public schools only – except "Big 4")					Part II-B					Part II-B					Part II-B					
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		
01A-2					08A-2					13A-2					19E-1					
01B-1					08B-2					13B-2					19F-1					
01C-1					08C-2										19G-1					
01D-1					08D-2					14A-2					19H-2					
01E-1					08E-2					14B-2										
					09A-2					14C-2					20A-1					
02A-2					09B-2					14D-1					20B-1					
02B-1					09C-1					14E-1					20C-1					
02C-3					09D-1					15A-2					21A-3					
02D-1					09F-2					15B-1					22A-3					
02E-2					09G-2					15C-2					22B-3					
02F-3					10A-2					15D-2					22C-3					
02G-2					10B-2					15E-1					23A-1					
					10C-1					16A-2					23B-1					
03A-3					10D-1					16B-2					23C-1					
03B-1										16C-2					23D-2					
										16D-2					24A-3					
04A-2					11A-2					17A-3					25A-1					
04B-2					11B-1					17B-2					25B-1					
04C-1					11C-2					17C-2					25C-1					
					11D-2					17D-2										
					11E-1					17E-1										
05A-3										17F-3										
05B-2					12A-1					17G-1										
05C-2					12B-3					17H-2										
					12C-2					17I-2										
06A-1					12D-2					17J-1										
06B-1					12E-1					17K-1										
06C-1					12F-1					17L-1										
06D-2					12G-1					18A-2										
06E-3					12H-1					18B-2										
06F-1					12I-1					18C-2										
06G-1					12J-1					18D-2										
06H-2					12K-1					19A-3										
					12L-1					19B-2										
07A-3					12M-1					19C-1										
07B-2					12N-1					19D-1										
07C-2					12O-2															

If any additional non-conformances are observed, check item 26A-3 and list the Code section below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Inspector**

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes \_\_\_\_\_ No \_\_\_\_\_

All schools complete Section 8 only if the building has electrically-operated folding partitions.

**Initial Inspection:**  
 Fire Safety Inspector: Name \_\_\_\_\_  
 Date \_\_\_\_\_

Registry # \_\_\_\_\_ (26E-4)

**Final Inspection (if required):**  
 Fire Safety Inspector: Name \_\_\_\_\_  
 Date \_\_\_\_\_

Registry # \_\_\_\_\_ (26F-4)