BASIC EDUCATIONAL DATA SYSTEM (BEDS) APPLICATION

FOR RELIGIOUS AND INDEPENDENT SCHOOLS

Purpose

The New York State Education Department’s (NYSED) State Office of Religious and Independent Schools (SORIS) uses the BEDS code to recognize religious and independent schools and to facilitate the delivery of programs, services and resources that schools’ students are entitled to receive from the public schools. Guidance and contact information can be found at: [www.p12.nysed.gov/nonpub](http://www.p12.nysed.gov/nonpub).

Instructions

Submit the following documents to: New York State Education Department

State Office of Religious and Independent Schools

89 Washington Avenue, Room 475 EBA

Albany, New York 12234

The attached application, completed and signed;

A copy of the school’s Certificate of Incorporation and any amendments thereof (a filing receipt does not qualify);

* If the school name on the application differs from the incorporation documents, submit:

A certificate of assumed name or other applicable legal documentation.

A current Certificate of Occupancy or Certificate of Compliance for the site(s) indicated on page 1 of the application;

* Where applicable, please specify which portions of the building your school will occupy (e.g., floors 1 and 2 of a 4-story building).

A fire inspection for the site(s) indicated on page 1 of the application, dated within the past 12 months;

* Schools outside of New York City must have a local code enforcement official complete the attached Nonpublic School Building Fire Safety Report.
* Schools located in New York City may submit Form A-106 from the FDNY; requests may be made at <https://www1.nyc.gov/assets/fdny/downloads/pdf/business/public-buildings-web-inspection-request.pdf>.

Enrollment (or projected enrollment) numbers, by grade, for each site; and

* If the application is submitted in October through December, submit a completed BEDS Report of Nonpublic Schools using the following link: <http://www.p12.nysed.gov/irs/beds/IMF/NonpublicSchoolBEDSIMF.html>
* If the application is submitted anytime from January through September, please complete page 4.
* NOTE: Buildings with only prekindergarten enrollment are **not** eligible.

A rental or lease agreement, if applicable.

Requirements to Maintain a BEDS Code

In order to maintain a BEDS code, schools must submit the annual BEDS report. More information can be found at <http://www.p12.nysed.gov/irs/beds/IMF/NonpublicSchoolBEDSIMF.html>.

Data reported on this form are also used to verify the accuracy of information submitted to the NYSED Office of Grants Management for nonpublic school Mandated Services Aid (MSA). To be eligible for MSA, all required reports must be submitted by the established due date. See guidance and contact information at: <http://www.p12.nysed.gov/nonpub/mandatedservices/>.

BASIC EDUCATIONAL DATA SYSTEM (BEDS) APPLICATION

RELIGIOUS OR INDEPENDENT SCHOOL

*Please include information for the school site you are requesting a BEDS code for below. If there are multiple sites you are requesting a BEDS code for, complete one copy of this page for each site.*

BEDS Applicant School Name: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BEDS Applicant School Address: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address, if different than the address above:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADMINISTRATOR OF RELIGIOUS OR INDEPENDENT SCHOOL

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SORIS CODE INFORMATION**

Religious and independent schools that operate multiple school sites under ONE corporation should complete this section in its entirety. Otherwise, check the following box:  Not applicable

***Parent School:******A corporation that operates multiple school sites under one entity will identify one of its sites to be the Parent School or lead school. For example: a religious school under one corporation has students in Kindergarten through 6th grade in one building and students in grades 7th through 12th in a second building; it is the same school educating students in 2 different sites. The religious school chooses the Kindergarten through 6th grade school to be the Parent School.***

**Information for Parent School**

|  |  |
| --- | --- |
| **Parent School Name:** |  |
| **Parent School Address:** |  |
| **Parent School Contact (Name and Title):** |  |
| **Phone:** |  |
| **E-Mail:** |  |
| **Parent School BEDS Code:** |  |
| **Parent School Institution ID:** |  |

**School Sites and Locations**

Please list all related nonpublic school sites of the corporation, with the exception of the Parent School identified on page 2, and their locations. This includes the school applying for a BEDS code on page 1 of this application (duplicate as needed):

***For example: A religious school under one corporation has students in Kindergarten through 6th grade in one building and students in grades 7th through 12th in a second building; it is the same school educating students in 2 different sites. The religious school selects the Kindergarten through 6th grade school to be the Parent School and enters the information on page 2. In this section, the school enters information for the 7th through 12th grade building.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School Name** | **School Address** | **Name of School Leader** | **Contact Information (phone and email)** | **BEDS or SED code**  **(if applicable)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

BEDS APPLICATION ENROLLMENT NUMBERS

BEDS Applicant School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BEDS Applicant School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Grade** | **Enrollment/Projected Enrollment** |
| Prekindergarten\* |  |
| Kindergarten\*\* |  |
| 1st |  |
| 2nd |  |
| 3rd |  |
| 4th |  |
| 5th |  |
| 6th |  |
| Ungraded Elementary |  |
| 7th |  |
| 8th |  |
| 9th |  |
| 10th |  |
| 11th |  |
| 12th |  |
| Ungraded Secondary |  |

\*Nonpublic schools may report Prekindergarten enrollment for students who are at least four years of age on or before December 1 of the year in which they are enrolled, or who are otherwise first eligible to enter public school kindergarten commencing with the following school year (e.g., in NYC public schools, children who are four years of age on or before December 31 are eligible for prekindergarten).

\*\*Nonpublic schools may report kindergarten enrollment for students who are either eligible to attend public school kindergarten (five years of age by the applicable cut-off date) or students who are otherwise expected to attend first grade in the following school year. Children who are enrolled in Head Start programs and are five years old should not be counted in kindergarten enrollment.

**NOTE: Nonpublic schools that enroll children under the age of six should consult with the NYS Office of Children and Family Services or, in NYC, the NYC Department of Health and Mental Hygiene to determine if a license, registration, notice, or permit is needed.**

The University of the State of New York

August 2017

Supplemental Form

THE STATE EDUCATION DEPARTMENT

**State Office of Religious and Independent Schools - Room 1078 Education Building Annex**

Albany, New York 12234

**NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT**

**REQUIRED FOR ALL INITIAL BEDS APPLICATIONS AND ADDRESS CHANGE APPLICATIONS OUTSIDE OF NEW YORK CITY**

**(PLEASE PRINT)**

.

**School Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Facility/Building Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Street Address** (**NO** PO Box Numbers):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City/Town/Village**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Zip Code:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Municipality Responsible for Local Code Enforcement**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nonpublic School BEDS Code: \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_**

**INSTRUCTIONS**

* This form is required to be submitted with initial BEDS application and/or any address change application.
* This form is to be used for the **initial year only**. Subsequent years require the [Annual Fire Safety](http://www.p12.nysed.gov/facplan/FireSafety/NONPUBLICFireReport.docx) report to be filed as per NYS Education Law Section 807-a. (Please visit <http://www.p12.nysed.gov/facplan/FireSafety/fire_safety_report_homepage.html>.)
* A separate report must be completed for each building and location.
* **Part I:** General Information. School officials must complete this section for initial BEDS application or address change application.
* **Part II-B Regulations of the Commissioner 155.25:** This section must be completed for schools with electrically operated partitions (Question 8, Non-Conformance Report Sheet) pursuant to the Fire Code and Property Maintenance Code of New York State.
* The Non-Conformance Report Sheet must be completed for all schools. (see **Appendix A** for Code description)

* **Part III Certifications.** To be completed by individuals as indicated, including the signature of the Local Municipal Code Enforcement Official.
* This form should be kept on file at the school for three years and must be available for public review.
* **Submitting the Report:**  This supplemental form includes a total of five pages. After the inspection, sign the Certifications page (Part III, p.5), staple the pages together, and submit with either the **Initial BEDS application** or the **Change of Address application**.

1. Indicate the primary use of this facility:(check one box)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Student Instruction |  | 1. Other Student Use (dormitory, dining hall, physical education building, etc.) |  |

|  |
| --- |
| **Part I: General Information and Fire/Life Safety History** |

1. Is there a fire sprinkler system in this facility? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, is the sprinkler alarm connected with the building alarm? Yes\_\_\_\_\_ No\_\_\_\_\_

1. Is there a fire hydrant system for facility protection? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, indicate ownership of the system.

Public Owned\_\_\_\_\_ School Owned \_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specify)

1. Indicate the ownership of this facility.

Leased\_\_\_\_\_ Owned \_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specify)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

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

(to the nearest whole ten feet)

1. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.
2. Fire and emergency drills were held in accordance with Yes\_\_\_\_\_ No\_\_\_\_\_

Section 807 of State Education Law and Sections F405

and F408 of the New York State Fire Code.

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
|  |  |

1. Average time to evacuate this facility:

Minutes Seconds

1. Arson and fire prevention instruction was provided in accordance with Section 808 of

State Education Law; which requires every school in New York State to provide a

minimum of 45 minutes of instructions in arson, fire prevention, injury prevention,

and life safety during each month that school is in session.

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

1. Employee fire prevention, evacuation, and fire safety training was provided and

Records maintained in accordance with Section F406 of the New York State Fire Code.

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

1. If the fire alarm was activated since the last annual fire Yes\_\_\_\_\_ No\_\_\_\_\_

inspection, was the fire department immediately notified?

1. Have there been any fires in this facility since the last annual

fire inspection? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, indicate:

|  |  |
| --- | --- |
|  |  |

1. Number of fires

|  |  |
| --- | --- |
|  |  |

1. Total number of injuries

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |

1. Total cost of property damage $

**Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet**

**Refer to Appendix A for Fire Safety Inspection Code Reference Checklist**

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Part II-B** | | | |  | **Part II-B** | | | |  | **Part II-B** | | | |
| Item # | Non-Conformance | Date Corrected |  | Item # | Non-Conformance | Date Corrected |  | Item # | Non-Conformance | Date Corrected |  |
| 08A-2 |  |  | 12O-2 |  |  | 19E-1 |  |  |
| 08B-2 |  |  | 13A-2 |  |  | 19F-1 |  |  |
| 08C-2 |  |  | 13B-2 |  |  | 19G-1 |  |  |
| 08D-2 |  |  | 14A-2 |  |  | 19H-2 |  |  |
| 08E-2 |  |  | 14B-2 |  |  | 20A-1 |  |  |
| 09A-2 |  |  | 14C-2 |  |  | 20B-1 |  |  |
| 09B-2 |  |  | 14D-1 |  |  | 20C-1 |  |  |
| 09C-1 |  |  | 14E-1 |  |  | 21A-3 |  |  |
| 09D-1 |  |  | 15A-2 |  |  | 22A-3 |  |  |
| 09F-2 |  |  | 15B-1 |  |  | 22B-3 |  |  |
| 09G-2 |  |  | 15C-2 |  |  | 22C-3 |  |  |
| 10A-2 |  |  | 15D-2 |  |  | 23A-1 |  |  |
| 10B-2 |  |  | 16A-2 |  |  | 23B-1 |  |  |
| 16B-2 |  |  |
| 10C-1 |  |  | 16 C-2 |  |  | 23C-1 |  |  |
| 10D-1 |  |  | 17A-3 |  |  | 23D-2 |  |  |
| 11A-2 |  |  | 17B-2 |  |  | 24A-3 |  |  |
| 11B-1 |  |  | 17C-2 |  |  | 25A-3 |  |  |
| 11C-2 |  |  | 17D-2 |  |  | **If any additional**  **non-conformances**  **are observed, check item**  **25A-3 and list the Code section below.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| 11D-2 |  |  | 17E-1 |  |  |
| 11E-1 |  |  | 17F-3 |  |  |
| 12A-1 |  |  | 17G-1 |  |  |
| 12B-3 |  |  | 17H-2 |  |  |
| 12C-2 |  |  | 17I-2 |  |  |
| 12D-2 |  |  | 17J-1 |  |  |
| 12E-1 |  |  | 17K-1 |  |  |
| 12F-1 |  |  | 17L-1 |  |  |
| 12G-1 |  |  | 18A-2 |  |  |
| 12H-1 |  |  | 18B-2 |  |  |
| 12I-1 |  |  | 18C-2 |  |  |
| 12J-1 |  |  | 18D-2 |  |  |
| 12K-1 |  |  | 19A-3 |  |  |
| 12L-1 |  |  | 19B-2 |  |  |
| 12M-1 |  |  | 19C-1 |  |  |
| 12N-1 |  |  | 19D-1 |  |  |

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

**Fire Inspection Performed by:**

Local Municipal Code Enforcement Official Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Registry #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part III: Nonpublic School Certifications**

|  |
| --- |
| **Section III-A. Local Municipal Code Enforcement Official**  The individual noted below inspected this building on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) and the information in this 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 434.5(a)(2).  Name of Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone #: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Registry #\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (as designated by the NYS Fire Administrator)  Name of Municipal Code Enforcement Official:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Municipal Code Enforcement Official:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City/Town/Village:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section III-B. Building Administrator or Designee**  The individual noted below certifies that this building was inspected as indicated in Section III-A above.  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone #: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section III-C. School Administrator, Director, or Headmaster**  I hereby submit this fire inspection report on behalf of the Board of Trustees and certify that:   1. Public notice of report availability has been published; 2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated; and 3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, at the meeting held pursuant to Section 807-a of New York State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public inspection.   Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone #: (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Appendix A - Fire Safety Inspection Code Reference Checklist**

**Section II**

**Commissioner of Education Regulations (8 NYCRR 155.25)**

1. **Electrically Operated Partitions (**if N/A or electrically disconnected – go to next section)

|  |  |
| --- | --- |
| **Section** | **Description** |
| **A-2** | Partitions are operated by two key operated, tamperproof, constant pressure, switches wired in series, remotely located at opposite ends and opposite sides of, and in view of, the partition. |
| **B-2** | The partition is capable of being reversed at any point in the extend or stack travel cycle. |
| **C-2** | Device(s) are provided for all partitions that will stop the forward or backward motion of the partition and stop the stacking motion of the partition when a body or object passes between the leading panel of such partition and a wall or other termination point, or when a body or object is in the stacking area of such partition. |
| **D-2** | Appropriate and conspicuous notice regarding the safe and proper operation of the electrically operated partition, required training, and supervision of students is posted in all partition operator locations. |
| **E-2** | Records of inspection, testing, and maintenance of electrically operated partitions are available for review. Records verify that maintenance was performed in accordance with the manufacturer’s instructions and recommended service interval. |

**Fire Code of New York State (19 NYCRR Part 1225)**

1. **General Fire and Safety Provisions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | | **Code Section** | |
| **A-2** | | Combustible waste and vegetation shall not create a hazard. | | **F304** |
| **B-2** | | Open flames are prohibited except supervised science and technology labs. | | **F308** |
| **C-1** | | Storage in buildings is orderly. | | **F315** |
| **D-1** | | Storage ceiling clearance of 24 inches is maintained in non-sprinklered areas of buildings or 18 inches below sprinkler head deflectors in sprinkled areas of the building. | | **F315** |
| **F-2** | | Combustibles are not stored in boiler rooms, mechanical rooms, or electrical equipment rooms. | | **F313** |
| **G-2** | | Fueled equipment shall not be stored, operated, or repaired within a building. | | **F313** |
|  | |  | |  |

1. **Emergency Planning and Preparedness**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | | **Code Section** | |
| **A-2** | | Fire safety and evacuation plans are prepared, maintained, and available for review. | | **F404** |
| **B-2** | | Safety Data Sheets (SDS) are complete and available on premises. | | **F407** |
| **C-1** | | Hazardous material containers and rooms are properly identified. | | **F407** |
| **D-1** | | Records of hazardous material inventory statements are provided. | | **F407** |

1. **Fire Service Features**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | | **Code Section** | |
| **A-2** | | Fire apparatus access roads are maintained and unobstructed. (NOTE: Gates are permitted) | | **F503** |
| **B-1** | | Flat roofs, less than 30 degrees (6/12 pitch), are free from obstruction. | | **F316** |
| **C-2** | | Private fire service hydrants, mains, and tanks are properly maintained and tested. | | **F507** |
| **D-2** | | Fire hydrants are maintained free from obstruction. | | **F507** |
| **E-1** | | Fire protection equipment and locations are identified and maintained. | | **F509** |
|  | |  | |  |

1. **Building Services and Systems**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | | **Code Section** | |
| **A-1** | | Equipment access is maintained. | | **F603** |
| **B-3** | | Portable unvented heaters are prohibited | | **F603** |
| **C-2** | | Above-ground gas meters are protected from damage. | | **F603** |
| **D-2** | | Records of inspection, testing, and maintenance of emergency and standby power systems are maintained on premises and are available for inspection. | | **F 604** |
| **E-1** | | No electrical system hazards observed or reported. | | **F605** |
| **F-1** | | Service equipment areas are adequately illuminated. | | **F605** |
| **G-1** | | Electrical service and branch equipment working space is unobstructed. | | **F605** |
| **H-1** | | Electrical room doors and all disconnects are identified. | | **F605** |
| **I-1** | | Unapproved multi-plug adapters are not used. | | **F605** |
| **J-1** | | Extension cords are properly used and are not a substitute for permanent wiring. | | **F605** |
| **K-1** | | Outlet, switch, junction boxes, and wire splices are covered. | | **F605** |
| **L-1** | | Refrigeration systems are accessible, properly labeled, and records of periodic testing are available on premises. | | **F606** |
| **M-1** | | Approved elevate emergency signs are provided. | | **F607** |
| **N-1** | | Emergency elevator keys are properly located in an approved location for immediate use by the fire department. | | **F607** |
| **O-2** | | Heating equipment, chimneys, and vents are maintained and are in proper working order. | | **F603** |

1. **Commercial Kitchen Hoods**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | | **Code Section** | |
| **A-2** | | Kitchen hood is provided and maintained at commercially used equipment capable of producing grease vapors or smoke. | | **F609** |
| **B-2** | | Hood fire extinguishing system, where provided, is maintained and serviced in accordance with Section F904 of the 2015 International Fire Code. | | **F609** |
|  | |  | |  |

1. **Fire Resistance Rated Construction**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | | **Code Section** | |
| **A-2** | | Fire resistance rating of rated construction is maintained. | | **F703** |
| **B-2** | | Opening protectives are properly maintained and are not blocked or made inoperable. | | **F703** |
| **C-2** | | Doors requiring closers are not rendered inoperable by removal of the closer of the installation of any non-automatic hold open device. | | **F703** |
| **D-1** | | Records of annual inspections of sliding and rolling fire doors are available. | | **F703** |
| **E-1** | | Swinging fire and smoke doors close and latch automatically from any position. | | **F703** |

1. **Decorative Material and Furnishing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | | **Code Section** | |
| **A-2** | | Furnishings do not obstruct or obscure exits. | | **F807** |
| **B-1** | | Storage of clothing and personal belongings in corridors and lobbies is compliant | | **F807** |
| **C-2** | | Artwork and teaching materials are limited to not more than 20% of the corridor wall area. | | **F807** |
| **D-2** | | Curtains, drapes, hangings, and other decorative materials suspended from walls or ceiling shall comply with Section 807.4 and shall not exceed 10% of the specific wall or ceiling to which they are attached | | **F807** |
| **E-1** | | Artwork and teaching materials in classrooms limited to not more than 50% of the specific wall area to which they are attached | | **F807** |
|  | |  | |  |

1. **Fire Protection Systems**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | | **Code Section** | |
| **A-2** | | Fire detection, alarm, and extinguishing systems are operative and inspection, testing, and maintenance records are maintained and available for review on premises. | | **F901** |
| **B-2** | | Portable fire extinguishers are located in a conspicuous location, are readily accessible, are not obstructed or obscured, and are maintained in accordance with this section and NFPA. | | **F906** |
| **C-2** | | Fire pumps are inspected, tested, and maintained in accordance with this section and NFPA 25 and records are available on premises for review. | | **F913** |

1. **Means of Egress**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | | **Code Section** | |
| **A-3** | | The required capacity of means of egress is free of obstructions. | | **F1031** |
| **B-2** | | Exterior exits are free from obstruction, including ice and snow. | | **F1031** |
| **C-2** | | Curtains, drapes, and decorations shall not be placed to obstruct exits or visibility thereof. | | **F1031** |
| **D-2** | | Exit signs are provided in rooms or areas which require two or more exits. | | **F1013** |
| **E-1** | | Exit sign placement shall be such that no point in an exit access corridor is more than 100 feet from the nearest visible exit sign. | | **F1013** |
| **F-3** | | Doors shall be readily operable from the egress side without use of a key or special knowledge or effort. Electromagnetic locking devices are not allowed. | | **F1010** |
| **G-1** | | Occupant load is conspicuously posted in all assembly spaces where occupant load exceeds 49 persons. | | **F1004** |
| **H-2** | | Means of egress are provided with emergency lighting. | | **F1008** |
| **I-2** | | Tactile signs stating “EXIT” and complying with ICC/ANSI, A117.1 are provided adjacent to each door to an egress stairway. | | **F1013** |
| **J-1** | | Aisles are provided in all occupied spaces containing seats, tables, furnishings, displays, and similar fixtures of equipment and are unobstructed at all times. | | **F1018** |
| **K-1** | | Stairways that travel below the level of exit discharge are clearly defined. | | **F1023** |
| **L-1** | | Required exit signs are provided with emergency illumination. | | **F1013** |

1. **Flammable Finishes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | | **Code Section** | |
| **A-2** | | Electrical wiring and equipment in spray areas shall be explosion proof. | | **F2403** |
| **B-2** | | “No Welding” signs shall be posted in the vicinity of the paint spraying areas and paint storage areas. | | **F2403** |
| **C-2** | | Portable fire extinguishers rated for high hazard shall be provided in paint spraying areas. | | **F2404** |
| **D-2** | | Spraying areas, exhaust fan blades, and exhaust ducts shall be kept free from the accumulation of deposits of combustible residues. | | **F2403** |

1. **Motor Fuel-Dispensing Facilities & Repair Garages**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | | **Code Section** | |
| **A-3** | | An approved, clearly identified and readily accessible emergency disconnect switch shall be provided for fuel dispensers and distinctly labeled “Emergency Fuel Shutoff.” | | **F2303** |
| **B-2** | | Approved fire extinguishers, with a minimum rating of 2-A: 20-B:C, shall be located within 75 feet of pumps, dispensers, and storage tanks. | | **F2305** |
| **C-1** | | Approved warning signs shall be posted in the fuel dispensing area. | | **F2305** |
| **D-1** | | Daily inventory records are maintained for underground fuel storage tanks. | | **F2306** |
| **E-1** | | Above-ground tanks are protected from impact by motor vehicles. | | **F2306** |
| **F-1** | | Sources of ignition shall not be located within 18 inches of the floor in repair garages. | | **F2311** |
| **G-1** | | Appropriately rated fire extinguishers are provided in repair garages. | | **F2311** |
| **H-2** | | A non-coin operated telephone or other means to notify the fire department is provided on-site. | | **F2304** |

1. **Welding and Other Hot Work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | | **Code Section** | |
| **A-1** | | Hot work is conducted in areas designed or authorized for that work. | | **F3501** |
| **B-1** | | Combustible materials are protected to prevent ignition. | | **F3504** |
| **C-1** | | Fire extinguishers with a minimum 2-A:20-B:C ratings are located within 30 feet of hot work area. | | **F3504** |

1. **Hazardous Materials**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | | **Code Section** | |
| **A-3** | | The storage, use, and handling of all hazardous materials are in accordance with Fire Code Section 2703. | | **F5003** |

1. **Compressed Gases**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | | **Code Section** | |
| **A-3** | | Compressed gas containers are marked in accordance with CGA C-7. | | **F5303** |
| **B-3** | | Compressed gas containers are secured and protected. | | **F5303** |
| **C-3** | | Protective caps, plugs, or devices are in place. | | **F5303** |

1. **Property Maintenance Code of New York State (19 NYCRR Part 1226)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | | **Code Section** | |
| **A-1** | | Required equipment systems, devices, and safeguards are maintained in good working order. | | **NYS 2016 Uniform Code Supplement**  **101.2.7.2** |
| **B-1** | | Non-required equipment, devices, and systems are maintained in good working order or removed. | | **NYS 2016 Uniform Code Supplement**  **101.2.7.3** |
| **C-1** | | All exterior property and premises shall be maintained in a clean, safe, and sanitary condition. | | **PM302** |
| **D-2** | | Certificate of elevator inspection is available for review. | | **PM606** |

1. **Unsafe Structures and Equipment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | | **Code Section** | |
| An **unsafe structure** is one that is found to be dangerous to life, health, property, or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe, or of such faulty construction or unstable foundation, that partial or complete collapse is possible. | | | | |
| **Unsafe equipment** includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the premises or within the structure which is in such disrepair or condition that such equipment is a hazard to life, health, property, or safety of the public or occupants of the premises or structure. | | | | |
| **A-3** | | If the inspector determines that the building or equipment is unsafe as described above and requires condemnation, he/she shall check this item on the nonconformance sheet, provide a written explanation of the hazard, and contact the local building authority immediately. | | **PM109** |

1. **Other Requirements**

|  |  |
| --- | --- |
| **A-3** | Document violations of any provisions of the 2015 International Fire Code not specifically addressed elsewhere in this form. List the section number of each code requirement detailing the specifics of the violation. |

**Certifications – Part III – Nonpublic Schools**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description** | |  | |
| **A-4**  **B-4** | | Section III-A:   * Name, Title and Telephone Number of Local Municipal Code Enforcement Official * Fire Inspector’s Registry Number (designated by the NYS Fire Administrator) * Name of the City, Town, or Village Local Municipal Code Enforcement Official | |  |
| **C-4** | | Section III-B:   * Building Administrator Name * Building Administrator’s Title * Telephone Number | |  |
| **D-4** | | Section III-C   * Name of the School Director or Headmaster * School Director or Headmaster’s Signature * Telephone Number | |  |