

Manual for New York State Public School Facility Annual Inspections for Fire and Building Safety



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Introduction

This manual provides guidance for New York State public school authorities and fire safety inspectors pertaining to the requirements for annual fire and building safety inspections of school facilities. The intent of the annual inspection is to verify that buildings comply with State Education Law, the Regulations of the Commissioner of Education, and applicable sections of the NYS Uniform Fire Prevention and Building Code

Step-by-step instructions for the planning, inspection, post inspection, and documentation requirements are included in this manual. This document has been updated to reflect changes since May 2020 & requirements in this manual are in conformance with the 2020 Codes of New York State, effective May 12, 2020, (Fire, Building & Property Maintenance).

Submission process:

- School districts, Charter Schools and BOCES shall submit annual fire and building safety reports to the NYSED Office of Facilities Planning electronically via the **NYSED Application Business Portal**. The **Portal** is protected from unauthorized use with secure user IDs and passwords. See: <http://portal.nysed.gov>.
- The process includes the annual requirement to verify the ownership and use of each listed building prior to entering annual inspection data.
- All annual Certificates of Occupancy must be printed **and posted** by the school district, BOCES, or charter school (as appropriate). The Office of Facilities Planning no longer mails labels or Certificates of Occupancy District Superintendents and school leaders receive automatic electronic notification reminders prior to the specific due dates for their region.
- A copy of the reporting form is **available on our website**:
http://www.p12.nysed.gov/facplan/FireSafety/fire_safety_report_homepage.html
- Fire and building inspection regions are consistent with zones in the SEDREF system. For more information on SEDREF, please visit the SEDREF webpage: www.oms.nysed.gov/sedref/home.html.
- The city school districts in Buffalo, Rochester, Syracuse, and Yonkers are integrated in the fire and building inspection regions where these school districts are geographically located.

I. Legal Foundations

New York State Law

New York State Education Law Section 807 requires that “every public or private school or educational institution other than colleges and universities, to instruct and train the pupils by means of drills, so that they may in sudden emergency be able to respond appropriately”.

New York State Education Law Section 807-a dictates that it is the duty of school authorities to cause buildings for student use to be inspected at least annually for fire hazards which may endanger the lives of students, teachers and employees therein. The report shall be filed with the Commissioner of Education.

The annual inspection applies to all buildings that are owned, operated, or leased by a public-school district, a charter school, BOCES, or nonpublic school.

Regulations of the New York State Commissioner of Education

New York State Commissioner of Education regulation 8 NYCRR Part 155 part applies to all school buildings owned, operated, or leased by a public-school district or board of cooperative educational services (BOCES) unless specified otherwise in a specific section.

- **155.1 Educational Facilities**

Each school district shall provide suitable and adequate facilities to accommodate the programs of each district.

- **155.7 Health and Safety in Existing Educational Facilities**

All buildings that are owned, operated, or leased by a public-school district or BOCES must comply with health and safety regulations for existing educational facilities.

- **155.8 Fire and Building Safety Inspections**

All buildings that are owned, operated, or leased by a public-school district or BOCES shall be inspected for fire safety at least once annually, or at any time deemed necessary by the Commissioner. This regulation provides further guidance for public school facilities beyond Education Law Section 807a.

- **155.25 Safety Requirements for Electrically Operated Partitions**

Regulation for electrically operated partitions, room dividers, and curtains. This applies to public schools, BOCES, and nonpublic schools.

2020 Fire and Building Codes of New York State (effective May 12, 2020)

The applicable provisions of this code are 19 NYCRR Part 1221, 2020 Building Code of New York State, 19 NYCRR Part 1225, 2020 Fire Code of New York State, and Part 1226, 2020 Property Maintenance Code of New York State. The online version of the code is available on the New York State Department of State - Division of Building Standards and Codes website: <https://dos.ny.gov/building-standards-and-codes>

II. Inspector Qualifications

Inspections must be conducted by an individual who holds a current certification from New York State Department of State. A school can confirm current certification status of any inspector by entering their last name or number into this website:

<https://data.ny.gov/Government-Finance/Active-Code-Official-Certifications/civugjic/data>

Active/current certification is maintained through successful completion of required continuing education training approved by the Department of State, pursuant to Title 19 Chapter XXXII Section 1208-3.

Ensure the inspector is aware of the 45-day inspection period and the due date for reporting the results of the annual inspection.

An employee of a school district or BOCES, either full or part-time, regardless of qualifications, may not conduct the annual fire and building safety inspection within their own school district or BOCES. Certified BOCES inspectors can inspect their component districts.

FIRE AND BUILDING SAFETY INSPECTION PROCESS

1. Identify the Inspection Period

Annual Inspection Reports must be entered into NYSED's on-line system **via the NYSED Application Business Portal** <https://portal.nysed.gov/abp/> a maximum of forty-five (45) days prior to the regional period due date. Reporting must be completed and submitted prior to the expiration of the existing Occupancy Certificates. Incomplete reporting means those facilities may not be legally in use until reporting has been completed.

Pursuant to 8 NYCRR 155.8(b), Appendix A identifies the geographically based fire and building inspection regions. Each inspection year is eleven months. Inspection cycles identify the inspection report submission due date for each year.

- Once reports are successfully certified and submitted; Certificates of Occupancy become available and are required to be printed and posted in each facility.
- Students and employees may not occupy or otherwise use buildings without a posted current Certificate of Occupancy.

2. Buildings Requiring Inspection

Pursuant to 8 NYCRR 155.8, a facility is any freestanding building or structure, with walls and a roof that can be secured. It may be any combination of buildings or structures that are connected by an enclosed connector corridor.

For example, a single building may be an instructional facility, a small storage shed, a bus garage, a maintenance building, a manufactured building, greenhouse, barn, press box, or any combination thereof.

Campus arrangements are not considered to be one building. Unless interconnected by enclosed connecting corridors, a separate report is required for each campus building. It may be prudent in some cases to intentionally classify individual buildings within a large interconnecting complex because nonconformances in one portion of the complex may jeopardize the certificate of occupancy for the entire complex.

3. The Inspection Process

- School officials must complete **Part I of the Fire and Building Safety Report annually**
- Inspectors must be provided with a copy of the report from the previous year.
- Inspectors must provide the results of the current year's inspection to school officials for **Part II of the Fire and Building Safety Report**. The inspector shall give the school official a list of specific location of each non-conformance.
- School officials must input the inspector's findings in **Part II of the on-line Fire and Building Safety Report**.

- The inspector should use “*Appendix C – Fire and Building Safety Inspection Code Reference Checklist*” for each building as the inspection is conducted.
- It is strongly recommended that the Director of School Facilities or their designee accompany the inspector.
- If the inspector “discovers” a building that was not previously identified by the State Education Department, the inspector and/or the Director of School Facilities is to notify the State Education Department Office of Facilities Planning.
- City school districts in Buffalo, Rochester, Syracuse, Yonkers, and all nonpublic schools are **not** required to complete Part II-A of the inspection report (This cover the requirements included in the Commissioner’s Regulations 155.7) Part II-B Section 8 A through E covers the requirements of Commissioner’s Regulations 155.25 and are required for all public, charter and non-public schools & BOCES.
- Non-conformances discovered during the inspection represent violations of the minimum standards of fire and building safety required by the *2020 New York State Existing Building and Fire and Property Maintenance Codes*, and Section 155.25 of the Regulations of the Commissioner of Education. The inspector is to record all nonconformances on the School Fire Safety Nonconformance Reporting Sheet.
- All violations are to be categorized by type using the following matrix:

Violation Type	Violation “Point Value”
Minor Violation	1
Major Violation	2
Severe Violation	3

- **Severe violations (3) or any combination of violations totaling 11 or more points will result in the non-issuance of a certificate of occupancy.**
- No further notice of violation is required to alert the school officials that a violation exists. Wherever possible, all severe violations shall be corrected immediately.

4. The Post-Inspection Process

Correct any violations that can be corrected prior to signature and submission of the completed report Pursuant to 8 NYCRR 155.8(c), all nonconformances in buildings which are owned, operated, or leased by a public-school district or BOCES, shall be remedied promptly. The remedy for some nonconformances may involve structural modifications or services provided by outside vendors. Understandably, such matters may not be able to be corrected quickly. These non-conformances still violate the minimum standards for the fire and building safety and must be corrected without undue delay.

5. Completing the Annual Fire and Building Safety Report on the NYSED Portal

NOTE: One report must be completed for each building.

In accordance with Education Law, public schools are required to submit all Fire and Building Safety Inspection Reports to the New York State Education Department electronically using the Application Business Portal: Facilities-Fire-Safety Application.

6. Reinspection of School Facilities (as required)

State Education Law Section 807-a (6) requires the reinspection of school buildings where a report of inspection identified violations that, if uncorrected, would cause the Department to deny an annual certificate of occupancy.

In coordination with the fire-safety inspector, schools should provide verification to the inspector of code citations that have been corrected and then report those corrected items by inserting a date into the “Date Corrected” column on the reporting form. However, if the district does not receive a valid Certificate of Occupancy because the report indicates uncorrected nonconformances a re-inspection becomes mandatory.

Corrections by the school district may bring the number of violations below the number or severity as indicated on page 11; however, reinspection is still required. The inspector must schedule a “reinspection” with school district officials to determine if the corrections have been made; and will indicate the “date re-inspected” on the Nonconformance Reporting Sheet. Completion of the “date re-inspected” column by the inspector indicates that the original violation has been corrected as observed by the inspector.

Re-inspections must be conducted until all violations have been corrected. Generally, the reinspection will be conducted by the same individual who completed the original inspection. If the individual who conducted the original inspection is not available, another inspector is allowed to conduct the required reinspection.

7. Post-inspection Meeting and Nonconformance Action Plan.

- For nonconformances that cannot be corrected immediately, the school authority is to develop a nonconformance action plan to make the corrections. This plan is to include a definitive timeline when possible. At the post-inspection meeting, the school authority is to present the plan. The school authority shall confer with the fire chief concerning the nonconformances appearing on the inspection report, and the measures proposed to be taken by school authorities to correct nonconformances. A plan shall be approved for correcting the nonconformances by the end of the meeting. If there are no nonconformances, this meeting may be cancelled.

Pursuant to State Education Law, Section 807-a 5 (e), if the report includes code violations/non-conformances; school authorities shall provide details of the cited issues and shall provide written notice to the local fire department/first responders (those responsible for fire protection of the building) of proposed district actions to correct the deficiencies. Written notice is also required to trustees, board of education, insurance providers and other local government officials responsible for fire prevention and code enforcement in the municipality in which the building is located. See next section for requirement to post public notice within 30 days of inspection being filed.

In accordance with 8 NYCRR 155.8 (c), facilities that are owned, operated, or leased by a public-school district, charter school or BOCES that are found to have nonconformances are required to be remedied immediately. If this time frame is not practical, they must be remedied in a timeframe suitable to the Commissioner or the Commissioner may require the facility be vacated. Contact NYSED fire-safety desk.

8. Providing Public Notice of Inspections

In accordance with Education Law, Section 807-a 5 (b) and (c), within 20 days after the report is filed with the State Education Department, the school authorities shall cause public notice of the filing of the report to be given, substantially, in the following form:

“Notice is hereby given that the annual inspection for ... (year) of the ... school building (or of the ... and ... school buildings) of (name of school district or nonpublic school) for fire hazards which might endanger the lives of students, teachers, employees therein, has been completed and the report thereof is available at the office of (school district or nonpublic school) at ... for inspection by all interested persons.”

If the inspection was not made by the local fire department/company responsible for fire protection of the building, such authorities shall cause a copy of such notice to be mailed or electronically transmitted to the Chief of that fire department/company.

The school authorities shall have notice published on the school’s website or at least once in a newspaper having general circulation in the postal area in which the school is located. If there is no newspaper having general circulation in the postal area, the school authorities shall post notice in ten conspicuous places in the postal area. Proof of posting or publication of such notice and the mailing of a copy of such notice to the fire chief shall be filed in the school or district office. Public schools may cause such notice to be published at least in their official newspaper in lieu of a general circulation newspaper.

THE FIRE AND BUILDING SAFETY REPORT

All parts of the reporting form must be completed:

Part I – General Information and Fire/Life Safety History

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

Appendix C of this manual, **Fire and Building Safety Inspection Code Reference Checklist**, shall be used as a reference during the inspections.

Part III: Public School Certifications

This section applies to all inspected buildings. The **Superintendent/Head-of-School** is advised that in signing each report, they certify that:

Public notice of report availability has been published, and that:

- Any non-conformances noted as corrected on this report were corrected, and that:
- For uncorrected nonconformances that appear on this report, the Board of Education, at the meeting held pursuant to Section 807(a) of State Education Law, adopted a written plan for correction of those nonconformances, and such plan is available for public scrutiny.

The task of signing/certifying each inspection report cannot be delegated to any other individual. As the designated person responsible and liable for the veracity and results of each annual inspection, the District Superintendent or Charter School Leader/Head of School has the authority & legal requirement to provide their unique and password-protected electronic signature to the completed reports.

CERTIFICATES OF OCCUPANCY

Pursuant to 8 NYCRR 155.8(e), no building (owned, operated, or leased by a board of education, charter school or BOCES shall be occupied or otherwise used, unless the building has a valid certificate of occupancy issued by the Commissioner. The Commissioner automatically provides a valid certificate of occupancy electronically following the annual fire and building safety inspection if the inspection indicates the building is suitable for occupancy and free of nonconformances.

The Certificate of Occupancy (CO) must be printed by the school district and posted in a prominent place near the main entrance of the building. Buildings may not be occupied or be used for the purpose for which it is intended or any other purpose, unless a valid CO issued by the State Education Department is appropriately posted.

COs are valid for a maximum of 12 months from the posted regional due date. The certified report must indicate conformance to all applicable standards. If a building is found to have non-conforming items, a temporary CO may be issued until all nonconforming items are corrected. The determination of whether a temporary CO can be issued is based on the total and number of the **Relative Degree of Severity** of nonconformance items. For any minor and major point total equal to or less than 10, a temporary CO will be issued. If the point total exceeds 10, no CO will be issued.

For example, if there are 6 minor (1 point each, 6 points total) and 3 major (2 points each, 6 points total) nonconformances, the total value adds up to 12. Therefore, no CO is issued. **ANY** severe (3-point) nonconformance will result in a CO not being issued.

Annual or temporary CO are issued (or withheld) in accordance with the following table:

<u>Nonconformances and Relative Degree of Severity</u>		
For each item on the Fire and Building Safety Inspection Code Reference Checklist, the last digit of the item number identifies the Relative Degree of Severity.		
Relative Degree of Severity	Total Points	Type of Certificate Issued
No Non-Conformances	0	Annual
Minor	1-10	Temporary (30 days)
Major	11 or more	None
Severe	Any	None
Other		

No Annual Certificate of Occupancy shall be issued until **all** nonconformance items are corrected. Pursuant to State Education Law 807a(6), any building that cannot be issued an annual Certificate of Occupancy by the Department based on the School Fire and Building Safety Inspection Report before corrections requires a re-inspection until such time as all violations are corrected. See page 6: “Reinspection of School Facilities”

Temporary Certificate of Occupancy

A temporary Certificate of Occupancy (CO) is issued when a Fire and Building Safety Report demonstrates non-conforming items that do not warrant revocation of the CO. A temporary CO may be issued for a maximum of 30 days. If it is not possible to remedy the nonconformances within 30 days, the school district, charter school or BOCES must provide a written plan of remedy & request an extension. The letter must identify the nonconformance, indicate the reason why the nonconformance may not be remedied in the 30-day period, and provide a proposed schedule that will ensure remedy of the cited code violation. In addition, the letter must state what provisions are in place to temporarily overcome the non-conformance, i. e. equivalent safety measures.

Interim Certificate of Occupancy

When a district/school wants to occupy newly constructed space within an existing building or a newly created wing of portion of a building or a new building, NYSED will approve occupancy and provide an interim CO through the web portal. Consultant must complete their inspection of the completed contract work and provide a Partial or Final Certificate of Substantial Completion AND a Fire Inspection Report needs to be submitted documenting a recent inspection of the entire building including any new space.

In the case of a new building and/or addition, the Certificate of Substantial Completion acknowledges that the public works project has been supervised pursuant to Subdivision 3 of Section 7209 of State Education Law and is fully code-compliant in accordance with the NYSED provided permit and pursuant to the contract with the school district for professional services. If the building construction is found to be substantially complete, but a portion of the building is still not fit for occupancy a Partial CSC is submitted and an interim CO can be issued.

NOTE: A new Fire and Building Safety Report does not need to be submitted following the completion of capital construction projects which only involve renovations or alterations. The altered space will be inspected in conjunction with the following annual fire safety inspection.

Revocation of Certificate of Occupancy

A certificate of occupancy may be revoked by the Commissioner if a building is found to have nonconformances of a severe degree or too many of a less degree of severity. See above paragraphs.

Appendix A

Fire and Building Safety Inspection Regions

Region	County and Big 4 School District	Due Dates		
		2023	2024	2025
Western	Niagara Erie Wyoming Buffalo City	03-01-2023	02-01-2024	01-01-2025

Region	County and Big 4 School District	Due Dates		
		2023	2024	2025
Southern Tier West	Allegany Cattaraugus Chautauqua	04-01-2023	03-01-2024	02-01-2025

Region	County and Big 4 School District	Due Dates		
		2023	2024	2025
Genesee Finger Lakes	Genesee Livingston Monroe Ontario Orleans Seneca Wayne Yates Rochester City	05-01-2023	04-01-2024	03-01-2025

Region	County and Big 4 School District	Due Dates		
		2023	2024	2025
Southern Tier Central	Chemung Schuyler Steuben	06-01-2023	05-01-2024	04-01-2025

Region	County and Big 4 School District	Due Dates		
		2023	2024	2025
Central	Cayuga Cortland Madison Onondaga Oswego Syracuse City	07-01-2023	06-01-2024	05-01-2025

Appendix A

Fire and Building Safety Inspection Regions

Region	County and Big 4 School District	Due Dates		
		2023	2024	2025
Upper Mohawk Valley	Herkimer Oneida	08-01-2023	07-01-2024	06-01-2025

Region	County and Big 4 School District	Due Dates		
		2023	2024	2025
Black River St. Lawrence	Franklin Jefferson Lewis St. Lawrence	09-01-2023	08-01-2024	07-01-2025

Region	County and Big 4 School District	Due Dates		
		2023	2024	2025
Southern Tier East	Broome Chenango Delaware Otsego Tioga Tompkins	10-01-2023	9-01-2024	08-01-2025

Region	County and Big 4 School District	Due Dates		
		2023	2024	2025
Lake George-Champlain	Clinton Essex Hamilton Warren Washington	10-01-2023	09-01-2024	08-01-2025

Region	County and Big 4 School District	Due Dates		
		2023	2024	2025
Upper Hudson	Albany Columbia Fulton Greene Montgomery Rensselaer Saratoga Schenectady Schoharie	11-01-2023	10-01-2024	09-01-2025

Appendix A
Fire and Building Safety Inspection Regions

Region	County and Big 4 School District	Due Dates		
		2023	2024	2025
Mid-Hudson	Dutchess Orange Putnam Rockland Sullivan Ulster Westchester Yonkers City	12-01-2023	11-01-2024	10-01-2025

Region	County and Big 4 School District	Due Dates		
		2023	2024	2025
Long Island	Nassau Suffolk	01-01-2023	12-01-2024	11-01-2025

Appendix B **Leased Facilities**

All buildings, which are *owned, operated, or leased by* a public school district, charter school or BOCES, shall be inspected for fire and building safety at least once annually.

Owned:

If a public school district, charter school or BOCES owns a building it must be inspected.

Leased from others:

(public-school district, charter school or BOCES is a tenant in a building owned by others)

If school space is leased from a separate entity (diocese, town, private school, business, etc.) the public school district, charter school or BOCES that occupies/leases instructional or administrative space within the building-owned-by-others, is responsible to obtain and report annual inspection of those leased quarters.

Leased to Others:

(public-school district, charter school or BOCES leases space within their building to tenants)

NOTE RE: OWNED FACILITIES

All buildings, including leased spaces, must be inspected, at least once annually.

Where a district leases from a BOCES or visa-versa, inspections are the responsibility of the building Owner.

Where a district or BOCES leases only a portion of a facility from a third party, the district or BOCES must cause that portion and its associated exit pathways and those areas that may compromise exiting, such as boiler rooms, to be inspected.

In buildings with mixed occupancies, any occupancy uses having different hazard classifications must be separated from the educational use in accordance with Table 508.4 of the 2020 Building Code of New York State (effective May 12, 2020) or the applicable standard in place at the time of construction or change of occupancy.

Appendix C

Fire and Building Safety Inspection Code Reference Checklist

Part II – Fire and Life Safety Standards

Section II – A

(This section must be completed for every public, charter & BOCES building with student occupancy except in cities with over 125,000 inhabitants)

Commissioner of Education Regulations (8 NYCRR 155.7)

1. Exit Ways (corridors, stairs, etc.)

Description	
A-2	There are at least two means of egress from each floor and corridor.
B-1	Corridor pockets and dead-end corridors are less than 1.5 times the pocket or corridor width respectively.
C-1	Glazed areas in and adjacent to doors and within 48 inches of floors are protected by railings, grilles, or safety glazing.
D-1	Glazed areas in and adjacent to doors and within 18 inches of floors are marked to prevent injury to occupants.
E-1	Stairways in buildings having wood structural members or roof deck, are enclosed with noncombustible construction and self-closing doors to effectively obstruct the spread of smoke and fumes from floor-to-floor, or each classroom has direct access to an exterior exit door.

2. Exits

Description	
A-2	Exit doors, except those serving one or two classrooms, swing in the direction of exit travel.
B-1	Exit doors, except those serving one or two classrooms, are equipped with panic hardware.
C-3	Spaces of pupil occupancy over 500 square feet have two means of egress into separate zones. The primary egress is a door to the corridor and the secondary egress is a door directly to the exterior, a door to a separate smoke zone, an emergency rescue window, which is of a size and design, including hardware, which permits emergency egress (6-square feet minimum clear opening with 24-inch minimum dimension), unless a variance is granted by the Commissioner.
D-1	All emergency rescue windows are identified by signs as specified on the window and/or on any window shades, blinds, or curtains, or above the window.
E-2	Emergency rescue windows are free of obstructing bars, screens, grilles, or classroom equipment, or if so equipped, windows must be releasable or removable from the inside without the use of a key, tool, or force greater than that needed for normal operation.
F-3	Enclosed courtyards exceeding 700 square feet in area have at least two remote exits into separate smoke zones.
G-2	Hardware on doors from courtyards is of a type that will always permit exiting from the space without the use of a key.

3. Boiler – Furnace Rooms

Description

A-3	Gas and oil fuel-burning equipment over 400,000 BTU per hour capacity are provided with electronic flame safeguard controls that upon flame failure normally respond in 2 – 4 seconds to cut off fuel supply.
B-1	Certificates are posted that indicate that each boiler has been inspected in compliance with Section 204 of the Labor Law.

4. Storage and Special Rooms

Description

A-2	Two-hour fire-rated enclosure with 1 ½ hour self-closing fire doors are provided for the following spaces: <ul style="list-style-type: none">• Boiler, heater, or furnace rooms, incinerator rooms• Refrigeration rooms and transformer vaults• Storerooms for fuel, flammable liquids, and gas-powered equipment
B-2	Required fire doors are maintained in a normally closed position unless held open by approved automatic devices.
C-1	Unused ducts and shafts are sealed off at each floor level with fire resistive materials.

5. Assembly Use Areas

Description

A-3	Exit doors from places of assembly are remote and have panic hardware. (existing push-pull type of hardware with no latching hardware is acceptable)
B-2	School buildings with wood structural members or roof deck do not have places of assembly above the first floor, unless approved by the Commissioner.
C-2	Places of assembly are provided with emergency lighting to illuminate exits.

6. Housekeeping, General Operation

Description

A-1	There are no fixed or portable control gates that create dead-end conditions.
B-1	Wherever available, new and replacement mercury vapor or metal halide lamps are of fail-safe type with will self-extinguish if shielding is broken, cracked, or removed.
C-1	Where new or replacement fail-safe lamps are not available, separate ultraviolet radiation-absorbing shielding is provided.
D-2	Space under stairs and landings is not used for storage unless separated by two-hour fire rated construction.
E-3	Attic space in buildings of combustible construction is not used for storage.
F-1	Storage in storerooms and classroom areas is orderly and restricted to items of obvious value and usefulness.
G-1	Wood floors are not finished or treated with oil and floors so treated were cleaned and refinished.
H-2	Direct-fired fuel-burning heating units shall not be used in any space of student occupancy.

7. Fire Alarms

Description

A-3	School buildings of seven or more classrooms are equipped with manually operated electric fire alarm system that will continue to sound the alarm until the tripped station has been restored to normal operation or has completed a cycle of not less than 30 seconds. School buildings of one – six classrooms are equipped with a manual, hand, or electric fire alarm capable of being sounded for such period of time as to ensure evacuation of the building, or with an electric fire alarm system as described above.
B-2	Fire alarm stations are located on every floor.
C-2	The building has a telephone that can be used in an emergency.

Appendix C
Fire and Building Safety Inspection Code Reference Checklist

Part II – Fire and Life Safety Standards

Part II – B

(This section must be completed for all public, charter, nonpublic schools and BOCES)

Commissioner of Education Regulations (8 NYCRR 155.25)

8. Electrically Operated Partitions

	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.

2020 Fire Code of New York State

9. 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 in supervised science and technology labs	F308.2
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.	F315
G-2	Fueled equipment shall not be stored, operated, or repaired within a building.	F313

10. Emergency Planning and Preparedness

	Description	Code Section
A-2	Fire safety and evacuation plans are prepared, maintained, and available for review.	F403 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

11. 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, 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

12. 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.	F604
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 elevator 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

13. 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 IFC.	F609

14. 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 or 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

15. 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

16. 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
D-2	Carbon Monoxide detection and alarm systems are operative and maintained in accordance with Code; and records are available for review on premises.	F915

17. 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.	F1031.4
F-3	Doors shall be readily operable from the egress side without use of a key or special knowledge or effort. <u>Electromagnetic locking devices are not allowed.</u>	PM402.3
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.	F1104.5
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.	F1104.23
K-1	Stairways that travel below the level of exit discharge are clearly defined.	F1104.21
L-1	Required exit signs are provided with emergency illumination.	F1104.3

18. 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

19. 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

20. 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

21. Hazardous Materials

	Description	Code Section
A-3	Storage, use, and handling of all hazardous materials are in accordance with Fire Code Section 5003.	F5003

22. 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

23. 2020 Property Maintenance Code of New York State

	Description	Code Section
A-1	Required equipment systems, devices, and safeguards are maintained in good working order.	PM106
B-1	Non-required equipment, devices, and systems are maintained in good working order or removed.	PM106
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

24. Unsafe Structures and Equipment

	Description	Code Section
<p>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.</p>		
<p>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.</p>		
A-3	<p>If, in the opinion of the inspector, the building or equipment is deemed unsafe, as described above, or unfit, unlawful or dangerous for occupancy per the conditions described in 2020 Property Maintenance Code of New York State, Section 108; such structure shall be condemned, and the inspector shall check this item on the nonconformance sheet, provide a written explanation of the hazard, and IMMEDIATELY contact the New York State Education Department Office of Facilities Planning at 518-474-3906.</p>	PM107

25. Vacant Premises

	Description	Code Section
A-1	Temporarily unoccupied buildings, structures, premises or portions thereof, including tenant spaces, shall be safeguarded and maintained.	F311.1.1 through 311.6
B-1	Vacant structures and premises thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition.	PM301.3
C-1	Exterior Property Areas and premises shall be maintained in a clean, safe, secure and sanitary condition.	PM302

26. Other Requirements

	Description	Code Section
A-1	Document violations of any provisions of the 2020 Fire Code of New York State not specifically addressed elsewhere in this form. List the section number of each code requirement detailing the specifics of the cited violation.	Severity of the violation and the specific code citation will be provided by the Inspector.
B-2		
C-3		

27. Certifications – Part III

Description

	<p><u>Section III-A:</u></p> <ul style="list-style-type: none"> • Inspector’s Name and phone number • Inspector’s Registry Number (confirm at this website: https://data.ny.gov/Government-Finance/Active-Code-Official-Certifications/civu-giic/data) <p>Correct e-mail address of the fire-safety inspector</p>
	<p><u>Section III-B:</u></p> <ul style="list-style-type: none"> • Building Administrator Name • Building Administrator’s Title <p>Telephone Number</p>
	<p><u>Section III-C</u></p> <ul style="list-style-type: none"> • Name of the School Superintendent • School Superintendent Signature (Electronic) <p>Telephone Number</p>