

DeKalb County Regional Office of Education

Amanda Christensen, Regional Superintendent
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www.dekalbcounty.org/ROE/roe.html

Health Life Safety Building Inspections - Required Documentation

*Have all logs (Emergency light & Exit sign, Eye Wash, Kitchen Exhaust & Filter Maintenance, Tag Treat Remove Flammables). Please have all 3rd party documentation. Please have ROE forms filled out (Safety Drills & HLS Building Inspection). Please have all the above arranged in binder in the office to be checked by ROE at start of inspection. On this form, each item should be submitted (initialed) by school personnel – or N/A. ROE will sign off as received and date.

School Building and District Number

Date

Item of Evidence	Submitted by:	Received by:	Date received
Safety Reference Plans			
Safety Drills			
Log Testing Emergency Lighting and Exit Signs			
Log Emergency Eye Wash Stations			
Fire Alarm System Inspection, Testing			
Sprinkler System			
Standpipe System			
Bleacher Certificate			
Boiler Certificate			
Elevator Certificate			
Kitchen Hood Exhaust			
Log Exhaust Filter Maintenance			
Cooking Hood Extinguishing Systems			
Stage Curtain			
Log Tag, Treat, Remove Flammable Items			
Fire Lanes Posted & Maintained			
Toxic Art Supplies Act			

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Safety Reference Plans: 180.330

A complete set of up-to-date safety reference plans should be available at each school and should include a site plan, schematic floor plans, utility information, and an attic plan.

Safety Drills: 105 ILCS 128

During each academic year, schools must conduct the following drills: Three (3) evacuation drills to prepare for fire incidents (with at least one with local fire official present), one (1) bus evacuation drill that includes instruction in safe bus riding practices for all students, one (1) shelter-in-place drill to prepare for tornado incidents, and one (1) law enforcement drill to prepare for lock-downs, shootings, bomb threats, or hazardous materials or other incidents. Fire: Upon the participation of the local fire service, the appropriate local fire official shall certify that the school evacuation drill was conducted. If the fire official does not select one of the four (4) offered dates in October or set another date by mutual agreement, the requirement that the school include the local fire service in one of its mandatory school evacuation drills shall be waived. Law Enforcement: During each calendar year, the appropriate local law enforcement agency shall contact the appropriate school administrator to request to participate in a law enforcement drill and may actively participate on site in a drill. Upon the participation of a local law enforcement agency in a law enforcement drill, the appropriate local law enforcement official shall certify that the law enforcement drill was conducted within 90 days of school starting with students present in building.

Periodic Testing of Emergency Lights and Exit Signs : IPMC: 605.1; BOCA-F96: 611.2; BOCA-F93: 610.1.1; NFPA 70: 700.4

All required emergency lighting and exit signs using battery back-up power shall be tested for proper operation. Exit signs, exit lights, and emergency lights need to be tested.

Inspection, Testing, Maintenance of Fire Alarm System: IFC09: 907.9.5; IFC06/03: 907.20.5; BOCA-F96: 513.1; BOCA-F93: 512.1

The district shall provide evidence that the fire alarm system is being inspected, tested and maintained in accordance with the applicable edition of NFPA 72 or NFPA 72A. Parts 175, 185, and BOCA-F 93 only: All systems shall be under the supervision of qualified persons. These persons shall cause proper tests and inspections to be made at prescribed intervals. The AHJ shall be notified of such testing.

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Functional Sprinkler System: 225 ILCS 317/30; 23 II Admin Code 180.250; 41 II Admin Code 109.11; IFC: 903.5; BOCA-F: 506.1

Where installed, proof of required maintenance and testing shall be provided to inspector. Inspection and testing shall be performed by personnel or a contractor licensed by the Office of the State Fire Marshal.

Functional Standpipe System: 225 ILCS 317/30; IFC: 901.6; BOCA-F: 506.1

Where installed, proof of required maintenance and testing shall be provided to inspector. Inspection shall be performed annually on pipe and hoses and appropriately tagged. Inspection of standpipes that serve as supply for sprinkler systems shall be inspected and tested by a contractor licensed by the Office of the State Fire Marshal.

Emergency Shower and Eye Wash Stations: 29 CFR 1910.151c

Emergency showers and eye wash stations shall be maintained and inspected in accordance with ANSI Z358.1. [See www.osha.gov]

Bleacher Certificate: IBC: 3401.1; ICC 300-07/02; BOCA-F: 106.4; NFPA 102

All existing tiered seating, including bleachers, folding and telescopic seating and grandstands shall be inspected and evaluated at least once a year by a qualified person in order to verify that the structure is maintained in compliance with the provisions of Chapters 5 of ICC 300. All folding and telescopic seating shall also be inspected to evaluate compliance with the manufacturer's installation and operational instructions, including an inspection during the opening and closing of such seating. This inspection and evaluation shall be performed by a qualified person.

Certificate of Boiler Inspection Posted: 430 ILCS 75/11

Every boiler and each pressure vessel over the minimum capacity must have a current inspection certificate issued by the Office of the Illinois State Fire Marshal posted in the boiler room.

Elevator Certificate: 41 II Admin Code 1000.60; IBC: 3001.2

Elevators must have a current inspection certificate.

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Inspection and Cleaning of Cooking Hood Exhaust: IFC09: 609.3.3; IFC06/03: 904.11.6.3; BOCA-F: 309.2

Kitchen cooking hood exhaust and filters shall be cleaned on a frequency that will prevent the accumulation of grease. IFC09 only: Kitchen hoods, grease-removal devices, fans, ducts and other appurtenances shall be inspected at 6 month intervals by qualified individuals. If cooking operations involve solid-fuel burning cooking appliances inspections shall be at 1 month intervals. If cooking operations involve charbroiling or wok cooking inspections shall be at 3 month intervals. If during the inspection it is found that hoods, grease-removal devices, fans, ducts or other appurtenances have an accumulation of grease, such components shall be cleaned.

Exhaust Filter Installation and Maintenance: IFC09/06: 609; IFC03: 610; BOCA-F: 309.1
Filters shall be provided, cleaned and maintained and listed for use in commercial kitchen exhaust systems.

Cooking Hood Extinguishing Systems: 41 II. Admin. Code Part 251.120

All existing dry chemical and wet chemical fire extinguishing systems installed for the protection of commercial cooking operations that produce grease-laden vapors shall comply with the UL 300. Automatic fire-extinguishing systems shall be serviced at least every 6 months and after activation of the system. A current inspection tag shall be displayed on the remote manual pull and on the system cylinder. Inspections shall be performed by contractors or personnel licensed by the Illinois Office of the State Fire Marshal for these types of systems. After January 1, 2011 licensed contractor will not be able to perform inspection, testing or maintenance on non-UL 300 listed systems.

Stage Curtains and Scenery: IFC09/06: Chapter 8; IFC03: 805; IFC03: 806; BOCA-F: 306; 175.430c; 185.390k

Stage curtains must be flameproof or fire retardant. All other decorative materials shall be of noncombustible material or flame retardant.

Toxic Art Supplies Act 105 ILCS 135/

School must sign off verifying Toxic Art Supplies Act is followed, or toxic art supplies are not used.