



LIFE SAFETY & FIRE INSPECTION CHECKLIST

College Classroom & Lecture Buildings

Y = Meets Requirements; N= Does Not Meet Requirements



Y N

EXTERIOR:

- ☐ ☐ Fire Lanes marked/unobstructed (MSFC 503.3, 503.4)
- ☐ ☐ Address visible (MSFC 505.1)
- ☐ ☐ Fire hydrants/water supply accessible (MSFC 507)
- ☐ ☐ Combustible accumulations/storage acceptable (MSFC 304.2, MSFC 315.4)
- ☐ ☐ F.D. key box present/maintained (MSFC 506)
- ☐ ☐ F.D. connections visible/maintained (MSFC 912)
- ☐ ☐ Gas meter/piping protected against impact (MSFC 312, 603.9)
- ☐ ☐ Dumpsters are outside and 5 ft. or more from combustible walls, openings or combustible roof eave lines. (MSFC 304.3.3)

EXIT FEATURES/MEANS OF EGRESS:

- ☐ ☐ Adequate number of exits (MSFC 1004.2, 1006, 1016, 1104.25)
- ☐ ☐ Exits, aisles, & corridors free of obstructions (MSFC 1031.3)
- ☐ ☐ Exit doors open from inside (MSFC 1010.1.9)
- ☐ ☐ Exit signs present and operational (MSFC 1013, 1104.3)
- ☐ ☐ Emergency lighting present, operational & tested (MSFC 1008, 1104.5)
- ☐ ☐ Exit corridors rated (MSFC 1020.1, 1104.17)
- ☐ ☐ No locks, chains, keys or special knowledge required to open exit doors (MSFC 1010.1.9.4)
- ☐ ☐ Panic hardware on exit doors if capacity of room is 50 or more people for assembly use (MSFC 1010.1.10)

CONSTRUCTION FEATURES:

- ☐ ☐ Fire rated construction present/maintained (MSFC 703.1)
- ☐ ☐ Incidental use areas separated/sprinklered (MSFC 1105.3)
- ☐ ☐ Rated/required fire doors operational (MSFC 704.2)
- ☐ ☐ Vertical openings protected (MSFC 1103.4)

STORAGE:

- ☐ ☐ Storage neat and orderly (MSFC 315.3)
- ☐ ☐ Storage of combustible materials kept to a minimum (MSFC 304.2)
- ☐ ☐ Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms (MSFC 315.3.3)
- ☐ ☐ Storage maintained [2' below ceiling un-sprinklered, 18" sprinklered] (MSFC 315.3.1)
- ☐ ☐ Rubbish/waste subject to spontaneous ignition shall be disposed of daily and in listed container (MSFC 304.3.1)
- ☐ ☐ Fuel-powered equipment shall be stored outdoors or in fire rated room (MSFC 313.1)

FLAMMABLE/COMBUSTIBLE LIQUIDS:

- ☐ ☐ Safety containers if used (MSFC 5005.1.10, 5705.2.4)
- ☐ ☐ Adequate ventilation (MSFC 5705.3.7.5.1)
- ☐ ☐ No basement storage unless sprinklered (MSFC 5704.3.5.1)
- ☐ ☐ No sources of ignition (MSFC 5704.2.4)
- ☐ ☐ Quantities >10 gals in cabinet (MSFC 5704.3.4.4)
- ☐ ☐ Not stored/kept near exits (MSFC 5704.3.3.3)

Y N

UTILITY/MECHANICAL/HVAC:

- ☐ ☐ Heating equipment serviced annually to ensure proper operation (MSFC 603.5.2)
- ☐ ☐ Approved piping, connections & appliances used (MSFC 603.1.2)
- ☐ ☐ Combustion air supply/venting present (MSFC 603.1)
- ☐ ☐ Adequate clearance between combustibles and appliances (MSFC 305.1, 603.5.3)
- ☐ ☐ Commercial hood ducts/filters are clean (MSFC 607.3.3)
- ☐ ☐ Spray finishing to be conducted in separate booth or room with adequate ventilation (MSFC 2404.2)

HAZARDOUS MATERIALS:

- ☐ ☐ Compressed gas cylinders secured (MSFC 5303.5)
- ☐ ☐ Rooms/areas properly labeled (MSFC 5003.5)
- ☐ ☐ Acceptable quantities (MSFC 5003.1.1)
- ☐ ☐ Separation of incompatible materials (MSFC 5003.9.8)
- ☐ ☐ Safety Data Sheets available for inspection (MSFC 5003.4)

ELECTRICAL:

- ☐ ☐ No electrical hazards (MSFC 604.1, 604.6)
- ☐ ☐ Appliances/fixtures in good condition (MSFC 604.7)
- ☐ ☐ Power taps are correct design & properly used (MSFC 604.4)
- ☐ ☐ Extension cords not substituted for fixed wiring (MSFC 604.5)
- ☐ ☐ Access/clearance to electrical panels (MSFC 604.3)
- ☐ ☐ Electrical Rooms labeled (MSFC 604.3.1)

FIRE SAFETY PRECAUTIONS:

- ☐ ☐ Proper clearance between combustible materials and heaters (MSFC 305.1)
- ☐ ☐ No open flames (lighters, matches, etc.) in classrooms/lecture halls/offices unless a permit is obtained (MSFC 308.3)
- ☐ ☐ Keep combustible rubbish to a minimum (MSFC 304.1, 304.2)
- ☐ ☐ No hot work (welding, grinding) near combustible materials unless shielded (MSFC 3504.1.1)
- ☐ ☐ Maintain fire watch 30 minutes after hot work (welding, grinding) is finished (MSFC 3504.2.1)
- ☐ ☐ Fire safety and evacuation plans created and maintained (MSFC 404)

FIRE PROTECTION SYSTEMS:

- ☐ ☐ Extinguishers, pull stations, sprinkler controls are readily accessible (MSFC 901.6, 903.3.1, 906.5, 509)
- ☐ ☐ All systems tested/inspected at least annually (MSFC 901.6.1, 904.12.5, 907.8)
- ☐ ☐ Coverage is adequate and properly installed (MSFC 903.3.1, 905.2, 907, Chapter 11)
- ☐ ☐ Control panel/annunciator panel in normal condition [no trouble or alarm conditions] (MSFC 901.6, 901.7)
- ☐ ☐ Commercial Kitchen Hood System fuel shutoff present (MSFC 904.12.2)

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This checklist is intended as a guide to assist fire inspection personnel in identifying general fire and life safety hazards, other possible code requirements may apply. Please refer to other checklists for information on certain occupancies/topics.

MSFC = Minnesota State Fire Code

LIFE SAFETY & FIRE INSPECTION RECOMMENDATIONS

College Classroom & Lecture Buildings

NOTE: The information contained below are recommendations to ensure life and fire safety in the event of an emergency and not actual Minnesota State Fire Code (MSFC) requirements.

- *Ensure employees know how to evacuate from work areas and perform any assigned duties in an emergency.*
- *Employees should know the location of the nearest means to activate the fire alarm system and extinguisher.*
- *In the event of a fire, occupants should only fight the fire **IF**:*
 - o *Fire is not spreading rapidly*
 - o *Fire is not blocking means of escape*
 - o *Occupants are trained to use equipment needed to fight fire*

*If none of the above are possible, leave the area **IMMEDIATELY***

- *Post evacuation routes in each classroom/lecture hall/auditorium located near exit doors*
- *If chemicals or hazardous materials are required, order and store the minimum amount required for teaching, instruction or use.*
- *Survey chemicals or hazardous materials at least annually and properly discard any that are expired or show signs of decomposition.*
- *Regularly clean lint traps on dryers and filters on vents, fans, air conditioners or other mechanical equipment*
- *Clean up spills of flammable liquids or other hazardous materials quickly and safely*