Manual for New York State

Public School Facility

Fire Safety Inspections

The University of the State of New York
The State Education Department
Office of Facilities Planning
Room 1060 Education Building Annex
Albany, New York 12234

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www.p12.nysed.gov/facplan

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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 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, and the NYS 2016 Uniform Code Supplement.

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 significant changes in the submission process for annual fire reports to the New York State Education Department (NYSED), as well as the issuance of annual Certificates of Occupancy. The requirements in this manual are in conformance with the 2015 International Fire Code (IFC), 2015 International Building Code (IBC), 2015 International Property Maintenance Code (IPMC), and the NYS 2016 Uniform Code Supplement.

Submission process:

- School districts and BOCES shall submit annual Fire Safety Reports to the NYSED Office of Facilities Planning electronically via the **NYSED Application Business Portal**. The **Portal** is protected from unauthorized use through the use of secure user IDs and passwords. See: http://portal.nysed.gov.
- The process includes an annual requirement that all school districts and BOCES verify the ownership and use for all buildings that are on the Fire Safety System prior to entering Fire Safety Report data.
- All annual Certificates of Occupancy must be printed by the school district, BOCES, or charter school (as appropriate). The Office of Facilities Planning no longer mails labels, Certificates of Occupancy, or inspection reminder letters to public schools.
- The Fire Safety Report on the following pages is for your internal use only. Paper copies of Fire Safety Reports will no longer be accepted. Data from the annual Fire Safety Report must be entered into the NYSED Business Portal. Certain questions in “Part I” of the Fire Safety Report have been eliminated and/or redefined.
- Fire inspection regions (previously known as zones) were reconfigured in 2015 to be consistent with previously identified zones in the SEDREF system. For information on SEDREF, please see: www.oms.nysed.gov/sedref/home.html.
- The city school districts in Buffalo, Rochester, Syracuse, and Yonkers have been integrated into the Fire Inspection Regions where these school districts are geographically located.

Updated 12-2016

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of Facilities Planning - Room 1060 Education Building Annex
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PUBLIC SCHOOL BUILDING FIRE SAFETY REPORT

(THIS REPORT IS TO BE SUBMITTED ELECTRONICALLY – DO NOT MAIL THIS REPORT)

All buildings which are owned, operated, or leased by public school districts, Boards of Cooperative Educational Services (BOCES), and nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the NYS Uniform Fire Prevention and Building Code, NYS 2016 Uniform Code Supplement, 2015 International Fire Code, and 2015 International Property Maintenance Code.

District/School Name

Facility/Building Name

Street Address (NO PO Box Numbers)

City/Town/Village **Zip Code**

INSTRUCTIONS

- Read the "*Manual for Fire and Building Safety Inspections in Public Schools*" prior to inspecting the facility and complete a separate report for each facility.
- Part I: General Information. School officials must complete this section annually.
- Part II: This section to be completed by the inspector and non-conformances recorded on page 4, Fire Safety Non-Conformance Reporting Sheet.
- Part II-A Regulations of the Commissioner 155.7: This section must be completed for student occupied buildings only. (Questions 1-7, Nonconformance Reporting Sheet) Do not complete this section for school buildings located in the cities of Buffalo, Syracuse, Rochester, and Yonkers.
- Part II-B Regulations of the Commissioner 155.25: This part to be completed for all buildings with electrically operated partitions. (Question 8, Non-Conformance Reporting Sheet) International Fire Code and Property Maintenance Code. This part to be completed for all buildings. (Questions 9-26, Non-Conformance Reporting Sheet).
- Part III Certifications. To be completed by persons as indicated.
- A copy of this form must be kept on file at the school for three years and must be available for public review.
- Posting of Certificate of Occupancy: Any temporary, qualified, or annual Certificate of Occupancy must be posted in public view in a prominent location within this facility.

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Part I: General Information and Fire/Life Safety History (to be completed annually)

The annual fire safety inspection for this building took place on:

Month		Day		year	

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

a) Student Instruction		f) Bus Maintenance w/ or w/out storage	
b) Administration		g) Public Library	
c) Storage		h) Vacant	
d) Maintenance		i) Other (specify)	
e) Bus Storage Only			

2. Is there a fire sprinkler system in this facility? Yes_____ No_____

   If yes, is the sprinkler alarm connected with the building alarm? Yes_____ No_____

3. Is there a fire hydrant system for facility protection? Yes_____ No_____
   If yes, indicate ownership of the system.

   Public Owned_____ School Owned_____ Other_____ (specify)

4. Indicate the ownership of this facility.

   Leased_____ Owned_____ Other_____ (specify)

5. What is the current gross square footage of this facility? (to the nearest whole ten feet)

6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

   a) Fire drills were held in accordance with Section 807 of State Education Law and Section F405 of the 2015 International Fire Code and F403.5.4 of the NYS 2016 Uniform Code Supplement. Yes_____ No_____

   b) Average time to evacuate this facility:

Minutes		Seconds	

   c) 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_____

d) Employee fire prevention, evacuation, and fire safety training was provided and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes_____ No_____

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified? Yes_____ No_____

8. Have there been any fires in this facility since the last annual fire inspection? Yes_____ No_____

If yes, indicate:

a) Number of fires [ ][ ]

b) Total number of injuries [ ][ ]

c) Total cost of property damage $ [ ][ ][ ][ ][ ][ ][ ][ ][ ]

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

School District_____ Building Name_____
Facility # _____

Part II-A (to be completed for public schools only – except "Big 4")				Part II-B				Part II-B				Part II-B			
Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected
01A-2				08A-2				12O-2				19D-1			
01B-1				08B-2				13A-2				19E-1			
01C-1				08C-2				13B-2				19F-1			
01D-1				08D-2				14A-2				19G-1			
01E-1				08E-2				14B-2				19H-2			
02A-2				09A-2				14C-2				20A-1			
02B-1				09B-2				14D-1				20B-1			
02C-3				09C-1				14E-1				20C-1			
02D-1				09D-1				15A-2				21A-3			
02E-2				09F-2				15B-1				22A-3			
02F-3				09G-2				15C-2				22B-3			
02G-2				10A-2				15D-2				22C-3			
03A-3				10B-2				15E-1				23A-1			
03B-1				10C-1				16A-2				23B-1			
04A-2				10D-1				16B-2				23C-1			
04B-2				11A-2				16C-2				23D-2			
04C-1				11B-1				17A-3				24A-3			
05A-3				11C-2				17B-2				25A-3			
05B-2				11D-2				17C-2				If any additional non-conformances are observed, check item 25A-3 and list the Code section below. _____ _____ _____			
05C-2				11E-1				17D-2							
06A-1				12A-1				17E-1							
06B-1				12B-3				17F-3							
06C-1				12C-2				17G-1							
06D-2				12D-2				17H-2							
06E-3				12E-1				17I-2							
06F-1				12F-1				17J-1							
06G-1				12G-1				17K-1							
06H-2				12H-1				17L-1				Inspector The inspector has been provided with a copy of the previous year's school fire safety report: Yes_____ No_____			
07A-3				12I-1				18A-2							
07B-2				12J-1				18B-2							
07C-2				12K-1				18C-2							
				12L-1				19A-3							
				12M-1				18D-2							
				12N-1				19B-2							
								19C-1							

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

Initial Inspection:
Fire Safety Inspector: Name_____

Date_____ Registry #_____ (26E-4)

Final Inspection (if required):
Fire Safety Inspector: Name_____

Date_____ Registry #_____ (26F-4)

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Part III: Public School Certifications

Section III-A. Fire Inspector

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

Name: _____ Telephone #: ( ) _____

Title: _____ Registry # _____
(as designated by the NYS Secretary of State)

Section III-B. Building Administrator or Designee

The individual noted below certifies that this building was inspected on _____(date) as indicated in Section III-A above.

Name: _____ Telephone #: ( ) _____

Title: _____

Section III-C. School Superintendent

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

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Education or Board of Trustees, at the meeting held pursuant to Section 807-a of the State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public scrutiny.

Name: _____ Telephone #: ( ) _____

Title: _____ Electronic Signature **(via NYSED Portal)**

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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, 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.

2015 International Fire and Building Codes & NYS 2016 Uniform Code Supplement

The applicable provisions of this code are 19 NYCRR Part 1221, 2015 IBC 19 NYCRR Part 1225, 2015 IFC, and Part 1226, 2015 IPMC, and the NYS 2016 Uniform Code Supplement. The online version of the code is available on the New York State Department of State - Division of Code Enforcement and Administration's web site: www.dos.state.ny.us/DCEA.

II. Annual Facility Verification Process

The updated process includes an annual requirement that all school districts and BOCES verify the ownership and use for all buildings that are on the Fire Safety System prior to entering any Fire Safety Report data into the secure on-line portal. The intent of this process is to ensure that your records and the Department's records are consistently accurate and up-to-date.

III. Inspector Qualifications

Inspections may **only** be performed by an inspector who is qualified pursuant to the procedures established by the New York State Fire Administrator. This includes a code enforcement official or building safety inspector (previously known as a code enforcement technician) who is certified by the New York State Department of State - Office of the State Fire Administrator.

Certification must be through successful completion of required training courses approved by the Department of State Codes Division. The inspector's certification must be current and in-service requirements be maintained pursuant to Title 19 Chapter XXXII Section 1208-3.

Ensure the inspector is aware of the inspection period and the date by which the school district must enter the reports.

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. If you cannot find an inspector appropriately qualified in your area, State Education Law Section 807-a(3)(c) requires the county fire coordinator to make the inspection or cause it to be made.

FIRE SAFETY INSPECTION PROCESS

1. Identify the Inspection Period

Annual Fire Safety Reports for public schools **must** be entered into NYSED's on-line system **via the NYSED Application Business Portal** no later than inspection period end date. Reports not entered on or before the inspection period due date will be considered overdue.

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

- Once the reports are successfully entered into the on-line Business Portal, Certificates of Occupancy will be available for printing by the school district. **Certificates of Occupancy will no longer be mailed.**

- Students and employees may not occupy or otherwise use buildings without a valid Certificate of Occupancy.

2. Buildings requiring inspection

Public school facilities may not be used unless a valid Certificate of Occupancy is posted on the premises.

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. Notification of Annual Inspection to Local Fire Officials

In accordance with State Education Law Section 807-a(3)(b), school authorities **are required** to notify the chief or comparable officer of any fire department or fire corporation, which has the regular duty of fighting fires in the building to be inspected.

The authorities are to provide reasonable notice of the date and time the inspection is to be made. **The officer notified, or any subordinate designated by the officer, may be present during the inspection and may also file a report of inspection.** The officer shall also be notified of the scheduled post-inspection meeting.

4. The Inspection Process

- School officials must complete **Part I of the Fire Safety Report annually**.
- Inspectors must be provided with a copy of previous year's Fire Safety Report.
- Inspectors must provide the results of the current year's inspection to school officials for **Part II of the Fire Safety Report**.
- School officials must input the inspector's findings in **Part II of the on-line Fire Safety Report**.
- The inspector should use "Appendix C – Fire 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 Fire Safety Report.
- Non-conformances discovered during the inspection represent violations of the minimum standards of fire and building safety required by the *2015 International 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**

- The inspector shall give the school official a list of locations of nonconformances.

- **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 such violations shall be corrected immediately.

5. The Post-Inspection Process

Correct all violations that can be corrected before report submission.

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 nonconformances still violate the minimum standards for the fire and building safety and must be corrected without undue delay.

6. Completing the Annual Fire Safety Report on the NYSED Portal

NOTE: One report must be completed for each building.

In accordance with Education Law, Section 807-a 5 (a), public schools are required to submit all Fire Safety Reports to the State Education Department. Effective July 1, 2015, this shall be accomplished via the NYSED Application Business Portal. All Reports must be received before the end date of the inspection period. The on-line submission shall include Part I, General; Part II, Fire Safety Nonconformance Report Sheet; and Part III, Certifications of the School Fire Safety Report.

7. Reinspection of School Facilities (as required)

State Education Law Section 807-a (6) requires the re-inspection of school buildings (except school buildings located in the cities of Buffalo, Syracuse, Rochester, Yonkers, and New York) where a report of inspection identified violations that, if uncorrected, would cause the Department to deny an annual certificate of occupancy. School districts will be notified by the Department via email if a re-inspection is required based on the violations identified by the inspector on School Fire Safety Reports.

Schools may “self-correct” minor (1) and major (2) violations by completing the “Date Corrected” column on the School Fire Safety Nonconformance Reporting Sheet. However, if the Department is unable to issue an Annual Certificate of Occupancy based on the receipt of the School Fire Safety Report indicating nonconformances before any corrections are made, a re-inspection is required. Corrections by the

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

Reinspections 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 re-inspection.

8. Post-inspection meeting and nonconformance action plan.

Pursuant to State Education Law, Section 807-a 5 (e), if there are nonconformances, the school authorities shall provide at least 5-days' notice by mail to the chief of the fire department/company responsible for fire protection of the school building of the date and the place of meeting of the trustees, board of education, or corresponding officers by whatever name known, to be held within 30 days following the public notice posting.

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 presents 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 the school authorities to correct the 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.

In accordance with 8 NYCRR 155.8 (c), facilities that are owned, operated or leased by a public school district 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.

9. Providing Public Notice of Inspections

In accordance with Education Law, Section 807-a 5 (b) and (c), within 20 days of filing the report with the State Education Department, the school authorities shall cause public notice of the filing of the report to be given in substantially 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 to the chief of that fire department/company.

The school authorities shall have notice published 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 nonpublic school office or the public 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 SAFETY REPORT

Part I – General Information and Fire/Life Safety History

This section must be completed by all public schools annually.

Part II: Public Fire Safety Non-Conformance Report Sheet

- **Part II-A** Must be completed by all public schools, with the exception of the school districts of Buffalo, Rochester, Syracuse, and Yonkers.

- **Part II-B** Must be completed by all public schools.

Appendix C of this manual, **Fire 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 must be aware that in signing the report, they are certifying 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.

CERTIFICATES OF OCCUPANCY

Pursuant to 8 NYCRR 155.8(e), no building that is owned, operated, or leased by a board of education or BOCES shall be occupied or otherwise used unless the building has a valid certificate of occupancy issued by the Commissioner. The Commissioner shall issue a certificate of occupancy electronically following the annual fire 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 displayed 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 displayed.

COs are valid for a maximum of 12 months from the date of the School Fire Safety Report. The 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 or not a temporary CO is 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 nonconformance would result in a CO not being issued.

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

Nonconformances and Relative Degree of Severity For each item on the Fire 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 Inspection Report before corrections requires a re-inspection until such time as all violations are corrected. See also: "Re-inspection of School Facilities", p. 12.

Temporary Certificate of Occupancy

A Temporary Certificate of Occupancy (CO) is issued when a Fire 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 or BOCES may submit a request in writing for 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 permit the remedy. In addition, the letter must state what provisions are in place to temporarily overcome the nonconformance; i.e. equivalent safety measures.

Partial Certificate of Occupancy

Whenever a partial Certificate of Substantial Completion is submitted for a new building and/or an addition to an existing building, a Fire Safety Report needs to be submitted for 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 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 CO can be issued.

NOTE: A new Fire 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 lesser degree of severity. See above paragraphs.

Appendix A
Fire Inspection Regions

		Due Dates	
		2016	2017
Region	County and Big 4 School District		
Western	Niagara Erie Wyoming Buffalo City	10-1-2016	9-1-2017

		Due Dates	
		2016	2017
Region	County		
Southern Tier West	Allegany Cattaraugus Chautauqua	11-1-2016	10-1-2017

		Due Dates	
		2016	2017
Region	County and Big 4 School District		
Genesee Finger Lakes	Genesee Livingston Monroe Ontario Orleans Seneca Wayne Yates Rochester City	12-1-2016	11-1-2017

Fire Inspection Regions

		Due Dates	
		2016	2017
Region	County		
Southern Tier Central	Chemung Schuyler Steuben	2-1-2016	1-1-2017 & 12-1-2017

		Due Dates	
		2016	2017
Region	County and Big 4 School District		
Central	Cayuga Cortland Madison Onondaga Oswego Syracuse City	3-1-2016	2-1-2017

		Due Dates	
		2016	2017
Region	County		
Upper Mohawk Valley	Herkimer Oneida	4-1-2016	3-1-2017

		Due Dates	
		2016	2017
Region	County		
Black River-St. Lawrence	Franklin Jefferson Lewis St. Lawrence	5-1-2016	4-1-2017

Fire Inspection Regions

		Due Dates	
		2016	2017
Region	County		
Southern Tier East	Broome Chenango Delaware Otsego Tioga Tompkins	6-1-2016	5-1-2017

		Due Dates	
		2016	2017
Region	County		
Lake George-Champlain	Clinton Essex Hamilton Warren Washington	6-1-2016	5-1-2017

		Due Dates	
		2016	2017
Region	County		
Upper Hudson	Albany Columbia Fulton Greene Montgomery Rensselaer Saratoga Schenectady Schoharie	7-1-2016	6-1-2017

Fire Inspection Regions

		Due Dates	
		2016	2017
Region	County and Big 4 School District		
Mid-Hudson	Dutchess Orange Putnam Rockland Sullivan Ulster Westchester Yonkers City	8-1-2016	7-1-2017

		Due Dates	
		2016	2017
Region	County		
Long Island	Nassau Suffolk	9-1-2016	8-1-2017

Appendix B – Leased Facilities

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

Owned: If a public school district or BOCES owns a building it must be inspected.

Leased: If the building is leased to a separate entity (town, day care, adult care, private school, business, etc.) the public school district or BOCES that owns the building is responsible for the inspection.

Where a district leases from a BOCES or visa versa, inspections are required for the district or BOCES that owns the building.

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 exitways 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 2015 IBC or the applicable standard in place at the time of construction or change of occupancy.

Appendix C – Fire Safety Inspection Code Reference Checklist

Part II – Fire and Life Safety Standards

Section II – A

(This section must be completed for every public school 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)

Section	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

Section	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

Section	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

Section	Description
A-2	Two-hour fire-rated enclosure with 1 ½ hour self-closing fire doors are provided for the following spaces: • Boiler, heater, or furnace rooms, incinerator rooms • Refrigeration rooms and transformer vaults • Store rooms 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

Section	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

Section	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

Section	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 insure 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 Safety Inspection Code Reference Checklist

Part II – Fire and Life Safety Standards

Section II – B

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

Commissioner of Education Regulations (8 NYCRR 155.25)

8. Electrically Operated Partitions (if N/A or electronically disconnected – go to Section 9)

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.

2015 International Fire Code

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 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**

10. 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**

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.	**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 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 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**

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 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**

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.	**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**

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	The 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. International Property Maintenance Code

	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**

24. 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 State Education Department Office of Facilities Planning at: 518-474-3906 immediately.	**PM109**

25. Other Requirements

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

26. Certifications – Part III

	Description
A-4 **B-4**	Section III-A: • Fire Inspector Name • Fire Inspector's Registry Number (designated by the NYS Fire Administrator)
C-4	Section III-B: • Building Administrator Name • Building Administrator's Title • Telephone Number
D-4	Section III-C • Name of the School Superintendent • School Superintendent Signature (Electronic) • Telephone Number