



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

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

NOTE: The Inspection Date cannot be earlier than 45 days before the Due Date.

|       |  |     |  |      |  |
|-------|--|-----|--|------|--|
|       |  |     |  |      |  |
| Month |  | Day |  | year |  |

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

|                                       |  |                    |  |
|---------------------------------------|--|--------------------|--|
| a) Instructional                      |  | f) Maintenance     |  |
| b) Administrative                     |  | g) Other (specify) |  |
| c) Bus Maintenance                    |  | h) Public Library  |  |
| d) Bus Storage Only                   |  | i) Storage         |  |
| e) Leased-Facility-Off-School-Grounds |  | j) Vacant          |  |

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: Owned \_\_\_\_\_ Leased from others \_\_\_\_\_

a. If the building is not District Owned, provide the name and address of Landlord or Building Owner:

\_\_\_\_\_ (name)

\_\_\_\_\_ (address)

\_\_\_\_\_ (address)

\_\_\_\_\_ (telephone #)

5. Does the District lease the building or spaces within the building to others? No \_\_\_\_\_ Yes \_\_\_\_\_

a. If yes, indicate the tenant(s):

\_\_\_\_\_ (name)

\_\_\_\_\_ (address)

\_\_\_\_\_ (address)

\_\_\_\_\_ (telephone #)

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

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

7. If this facility is vacant, skip the remaining questions and go to Part II Non-Conformance Report Sheet  
(on page 4) Vacant buildings are to be inspected for compliance with Items #25A-1 through #26A-3

8. If this facility is used for instruction, complete (a) – (d); otherwise go to question # 9.

- 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 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\_\_\_\_\_

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

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

10. 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

\$

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

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

School District \_\_\_\_\_  
Facility # \_\_\_\_\_

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

| Part II-A<br>(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     |                 |                |                  |  | 13A-2     |                 |                |                  |  | 19E-1   |                 |                |                  |  |
| 01B-1   |                 |                |                  |  | 08B-2     |                 |                |                  |  | 13B-2     |                 |                |                  |  | 19F-1   |                 |                |                  |  |
| 01C-1   |                 |                |                  |  | 08C-2     |                 |                |                  |  |           |                 |                |                  |  | 19G-1   |                 |                |                  |  |
| 01D-1   |                 |                |                  |  | 08D-2     |                 |                |                  |  | 14A-2     |                 |                |                  |  | 19H-2   |                 |                |                  |  |
| 01E-1   |                 |                |                  |  | 08E-2     |                 |                |                  |  | 14B-2     |                 |                |                  |  |   |                 |                |                  |  |
|   |                 |                |                  |  | 09A-2     |                 |                |                  |  | 14C-2     |                 |                |                  |  | 20A-1   |                 |                |                  |  |
| 02A-2   |                 |                |                  |  | 09B-2     |                 |                |                  |  | 14D-1     |                 |                |                  |  | 20B-1   |                 |                |                  |  |
| 02B-1   |                 |                |                  |  | 09C-1     |                 |                |                  |  | 14E-1     |                 |                |                  |  | 20C-1   |                 |                |                  |  |
| 02C-3   |                 |                |                  |  | 09D-1     |                 |                |                  |  | 15A-2     |                 |                |                  |  | 21A-3   |                 |                |                  |  |
| 02D-1   |                 |                |                  |  | 09F-2     |                 |                |                  |  | 15B-1     |                 |                |                  |  | 22A-3   |                 |                |                  |  |
| 02E-2   |                 |                |                  |  | 09G-2     |                 |                |                  |  | 15C-2     |                 |                |                  |  | 22B-3   |                 |                |                  |  |
| 02F-3   |                 |                |                  |  | 10A-2     |                 |                |                  |  | 15D-2     |                 |                |                  |  | 22C-3   |                 |                |                  |  |
| 02G-2   |                 |                |                  |  | 10B-2     |                 |                |                  |  | 15E-1     |                 |                |                  |  | 23A-1   |                 |                |                  |  |
|   |                 |                |                  |  | 10C-1     |                 |                |                  |  | 16A-2     |                 |                |                  |  | 23B-1   |                 |                |                  |  |
| 03A-3   |                 |                |                  |  | 10D-1     |                 |                |                  |  | 16B-2     |                 |                |                  |  | 23C-1   |                 |                |                  |  |
| 03B-1   |                 |                |                  |  |           |                 |                |                  |  | 16C-2     |                 |                |                  |  | 23D-2   |                 |                |                  |  |
|   |                 |                |                  |  | 11A-2     |                 |                |                  |  | 16D-2     |                 |                |                  |  | 24A-3   |                 |                |                  |  |
| 04A-2   |                 |                |                  |  | 11B-1     |                 |                |                  |  | 17A-3     |                 |                |                  |  | 25A-1   |                 |                |                  |  |
| 04B-2   |                 |                |                  |  | 11C-2     |                 |                |                  |  | 17B-2     |                 |                |                  |  | 25B-1   |                 |                |                  |  |
| 04C-1   |                 |                |                  |  | 11D-2     |                 |                |                  |  | 17C-2     |                 |                |                  |  | 25C-1   |                 |                |                  |  |
|   |                 |                |                  |  | 11E-1     |                 |                |                  |  | 17D-2     |                 |                |                  |  |   |                 |                |                  |  |
| 05A-3   |                 |                |                  |  |           |                 |                |                  |  | 17E-1     |                 |                |                  |  | 26A-3   |                 |                |                  |  |
| 05B-2   |                 |                |                  |  | 12A-1     |                 |                |                  |  | 17F-3     |                 |                |                  |  | <p style="text-align: center;"><b>If any additional non-conformances are observed, check item 26A-3 and list the Code section below.</b></p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><b>Inspector</b></p> <p style="text-align: center;">The inspector has been provided with a copy of the previous year's school fire safety report:</p> <p style="text-align: center;">Yes _____ No _____</p> |                 |                |                  |  |
| 05C-2   |                 |                |                  |  | 12B-3     |                 |                |                  |  | 17G-1     |                 |                |                  |  |   |                 |                |                  |  |
|   |                 |                |                  |  | 12C-2     |                 |                |                  |  | 17H-2     |                 |                |                  |  |   |                 |                |                  |  |
| 06A-1   |                 |                |                  |  | 12D-2     |                 |                |                  |  | 17I-2     |                 |                |                  |  |   |                 |                |                  |  |
| 06B-1   |                 |                |                  |  | 12E-1     |                 |                |                  |  | 17J-1     |                 |                |                  |  |   |                 |                |                  |  |
| 06C-1   |                 |                |                  |  | 12F-1     |                 |                |                  |  | 17K-1     |                 |                |                  |  |   |                 |                |                  |  |
| 06D-2   |                 |                |                  |  | 12G-1     |                 |                |                  |  | 17L-1     |                 |                |                  |  |   |                 |                |                  |  |
| 06E-3   |                 |                |                  |  | 12H-1     |                 |                |                  |  | 18A-2     |                 |                |                  |  |   |                 |                |                  |  |
| 06F-1   |                 |                |                  |  | 12I-1     |                 |                |                  |  | 18B-2     |                 |                |                  |  |   |                 |                |                  |  |
| 06G-1   |                 |                |                  |  | 12J-1     |                 |                |                  |  | 18C-2     |                 |                |                  |  |   |                 |                |                  |  |
| 06H-2   |                 |                |                  |  | 12K-1     |                 |                |                  |  | 18D-2     |                 |                |                  |  |   |                 |                |                  |  |
|   |                 |                |                  |  | 12L-1     |                 |                |                  |  | 19A-3     |                 |                |                  |  |   |                 |                |                  |  |
| 07A-3   |                 |                |                  |  | 12M-1     |                 |                |                  |  | 19B-2     |                 |                |                  |  |   |                 |                |                  |  |
| 07B-2   |                 |                |                  |  | 12N-1     |                 |                |                  |  | 19C-1     |                 |                |                  |  |   |                 |                |                  |  |
| 07C-2   |                 |                |                  |  | 12O-2     |                 |                |                  |  | 19D-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)

### **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 # \_\_\_\_\_  
Email: \_\_\_\_\_ (as designated by the NYS Department 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: \_\_\_\_\_ Email: \_\_\_\_\_

#### **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: \_\_\_\_\_  
Email: \_\_\_\_\_ Electronic Signature (via NYSED Portal)