#### 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

### PUBLIC SCHOOL FIRE AND BUILDING 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 Uniform Code Supplement, 2015 International Fire Code, and 2015 International Property Maintenance Code. **BEDS CODE #** 

Dist	District/School Name																				
Fac	Facility/Building Name																				
Stre	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.
- <u>Posting of Certificate of Occupancy</u>: Any temporary, qualified, or annual Certificate of Occupancy must be posted in public view in a prominent location within this facility.

## 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 fac	ility?	Yes No							
If yes, is the sprinkler alarm connected w	vith 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		er	_ (specify)						
4. Indicate the ownership of this facility:	Owned Leas	ed from others	_						
a. If the building is not District Owner	ed, provide the name and a	ddress of Landlord of	r Building Owner:						
		(name)							
		· · · ·							
5. Does the District lease the building or sp	aces within the building to a	others? No	Yes						
a. If yes, indicate the tenant(s):									
		(name	)						
		(address	)						
		(address	)						
		(telephone #	,						
			,						

6.		s the current gross square footage of this facility? nearest whole ten feet)										
7.	If this facility is vacant, skip the remaining questions and go to Part II Non-Conformance Report Sh (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 Yes No Education Law and Section F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.										
	b)	Average time to evacuate this facility:										
	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.											
			``	res		No	)	_				
	d)	Employee fire prevention, evacuation, and fire safety maintained in accordance with Section F406 of the 20							ds			
				`	res		No	)	_			
9.		ire alarm was activated since the last annual fire tion, was the fire department immediately notified?		Ň	res		No	)	_			
10.	. Have t fire ins		No	)								
	lf 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 Building Name

Facility # \_\_\_\_\_

Part II-A (to be completed for public schools only – except "Big 4")					Part			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
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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				001.1			
004.0				09A-2				14C-2				20A-1			
02A-2 02B-1				09B-2 09C-1				14D-1 14E-1				20B-1 20C-1			
02B-1 02C-3				09C-1 09D-1				14E-1 15A-2				20C-1 21A-3			
02C-3 02D-1				09D-1			_	15A-2 15B-1				21A-3 22A-3			
02D-1 02E-2				091-2 09G-2				15C-2				22A-3 22B-3			
02E-2				10A-2			_	15D-2				22D-3			
02G-2				10R-2				15E-1				23A-1			
0202				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					If any ac	ditional	
05C-2				12B-3				17G-1						ormance	
0/4.4				12C-2				17H-2						d, check	
06A-1				12D-2				171-2				20A-3 a		ne Code ow.	section
06B-1				12E-1				17J-1 17K-1					Dei	0.00	
06C-1				12F-1 12G-1											
06D-2 06E-3				12G-1 12H-1				17L-1 18A-2							
06E-3				121-1				18A-2					Insp	ector	
06G-1				121-1 12J-1				18D-2					inspect	or has b	
06H-2			——————————————————————————————————————	125-1 12K-1				18D-2			<u> </u>			а сору о	
00112				12L-1				19A-3				previ		's schoo	ol fire
07A-3				12M-1				19B-2					safety	report:	
07B-2				12N-1				19C-1				V		Ne	
07C-2				120-2				19D-1				Yes	)	No	
All schools complete Section 8 only if the building has electrically-operated folding partitions.         Initial Inspection:         Fire Safety Inspector:       Name															
Final Inspection (if required):															
Fire Safety Inspector: Name															
	Date         Registry #         (26F-4)														

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 De	esignee								
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 be	ehalf of the Board o	f Education and certify that:							
<ol> <li>Public notice of report availability has been published, and that</li> <li>Any nonconformances noted as corrected on the <i>Public School Fire Safety Non-Conformance Report</i> <i>Sheet</i> portion of this report were corrected on the date indicated, and that</li> <li>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.</li> </ol>									
Name:	Telephone #:	()							
Title:									
Email:	Electronic Sig	nature <u>(via NYSED Portal)</u>							