



NORTH COUNTY FIRE PROTECTION DISTRICT

FIRE PREVENTION BUREAU

Educational Inspection Program

Pre-Inspection Check Sheet

WHAT IS A PRE-INSPECTION?

It is our shared vision to be a trusted and respected public safety leader, committed to ensuring the safest community possible through service, collaboration and innovation.

It is mandated by the California Health and Safety Code §13146.3(a) that we, as your local fire protection district, conduct annual fire inspections for Educational Occupancies (Public and Private Schools) Group E.

This pre-inspection checklist is not meant to be an exhausted list of code violations but is meant to provide you with a checklist of the most common code violations.

AROUND THE PROPERTY

- 6in. address sign in contrasting color on building
- Dead or dying trees are not touching the building
- 3ft. of clear space around fire hydrants
- Fire lanes either have no parking signs mounted near them *or* are painted red
- Fire lanes have a vertical clearance of 13 1/2ft.

EXTERIOR OF THE BUILDING

- All dwelling units or tenant rooms are labeled with their suite or room number
- Electrical room is labeled
- Nothing is stored in any utility equipment rooms
- All holes are properly sealed in equipment rooms
- Dumpsters are stored at least 5ft. away from buildings
- Dryer ducts are free of lint buildup
- No charcoal or LPG (propane) BBQs on or below combustible balconies
 - Only electric grills *or* 2 1/2 lb. camping, propane BBQs
- Areas under stairways are kept clear of storage unless fire sprinklers are present

INTERIOR OF THE BUILDING

- Exit doors open with minimal force
- No slide bolts installed on any exit door
- Exits & hallways are clear of storage
- If present, exit signs have working back-up power (test them by pressing test button on sign)
- If present, emergency lights have working back-up power (test them by pressing test button on device)
- All extinguishers are mounted properly
- All fire extinguishers are fully charged
- All fire extinguishers have been serviced within past 12 months (annually)
- All extinguishers are easily accessible
- Each floor level has an extinguisher within 75ft.
- One smoke detector is installed in each bedroom
- One smoke detector is installed in each hallway outside the bedrooms

Contact the Fire Prevention Bureau at (760) 723-2010 for any questions regarding the Educational Inspection Program.



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- If building has fuel-fire appliances, one Carbon Monoxide detector is installed in each hallway outside the bedrooms
- Bedroom windows are not obstructed by furniture, headboards, or A/C units
- No open breakers or circuits in electrical panels
- No exposed electrical wiring is present
 - Raw electrical wire, AKA Nomex, needs to be in proper conduit
- Extension cords are not penetrating walls or ceilings
- Large appliances are plugged directly into wall outlets (not extension cords)
- Extension cords are not plugged into other extension cords

IF THERE IS A FIRE ALARM SYSTEM

- The fire alarm panel's backup batteries are no more than 5 years old
- The door leading into the fire alarm panel room is labeled, "FIRE ALARM PANEL INSIDE"
- The fire alarm has been tested by a C-10 licensed contractor within the past 12 months (annually)
- Keep a record onsite of the annual testing & maintenance for the fire inspector (contractor should provide you with an NFPA 72 compliant form after testing is completed)

IF THERE IS A FIRE SPRINKLER SYSTEM

- 3ft. of clear space from plants around backflow preventer (OS&Y), fire department connection (FDC), & post indicator valve (PIV) just like fire hydrants
- The top of storage in any room is at least 18" from under the sprinkler deflector
- Spare sprinkler box is full of sprinklers with a sprinkler wrench
- Door leading into the fire riser room is labeled, "FIRE RISER INSIDE"
- Sprinklers have been tested by a C-16 contractor within past 12 months (annually)
- Keep a record onsite of the annual testing & maintenance to provide to the fire inspector (contractor should provide an AES 2 form after testing is completed)