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## Part I: General Information and Fire/Life Safety History

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Inspection Date

**Note : Please insert the date the actual inspection took place.**

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

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### 1. Please indicate the primary use of this facility:

- ☐ INSTRUCTIONAL
- ☐ ADMINISTRATIVE
- ☐ BUS MAINTENANCE
- ☐ BUS STORAGE ONLY
- ☐ LEASED FACILITY OFF SCHOOL GROUNDS
- ☐ MAINTENANCE
- ☐ OTHER

Please Specify:

- ☐ PUBLIC LIBRARY
- ☐ STORAGE
- ☐ VACANT

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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

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3. Is there a fire hydrant system for facility protection? ☐ YES ☐ NO

If 'yes', indicate ownership of system (select one):

- ☐ Public owned
- ☐ School owned
- ☐ Other

Please Specify:

**4. Indicate the ownership of this facility**

- ☐ Leased  
☐ Owned

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

Name \*

  
  

Address \*

  
  
  

Telephone # \*

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**5. Does the District lease the building or spaces within the building to others?** ☐ YES ☐ NO

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

Name \*

  
  

Address \*

  
  
  

Telephone # \*

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**6. What is the current gross square footage of this facility?**

*nearest whole ten feet:*

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**7. If this Facility is vacant, skip the remaining questions and go to Section #2 Non-Conformance and report any non-conformances for Items #25A-1 through #26A-3**

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## 8. FIRE AND EMERGENCY DRILLS

If this facility is used for instruction, complete (a) - (g); otherwise go to question 9.

- a. Per Section 807, paragraph 2 of the State Education Law entitled Fire and Emergency Drills, a copy of Section 807 has been printed and distributed as guidance to teaching staff? ☐ YES ☐ NO
- b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1 and June 30 of the previous school year: ☐ YES ☐ NO

### FIRE & EMERGENCY DRILLS

**NOTE** Eight (8) are required between September 1, and December 31

Eight (8) drills are required to be evacuation drills Four (4) drills are required to be lockdown drills

	Date	Evacuation	Lockdown
1	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
2	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
3	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
5	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
6	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
7	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
8	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
9	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
10	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
11	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>
12	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

- c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

**8d. Average time to evacuate facility was:**  minutes  seconds

**8e. Arson and fire prevention instruction was provided in accordance with section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety for each month school is in session.** ☐ YES ☐ NO

**8f. Employee fire prevention, evacuation, and fire safety training was provided, and records maintained, in accordance with Section F406 of the NYS Fire Code** ☐ YES ☐ NO

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**9. If the fire alarm system was activated, was the fire department immediately notified?** ☐ YES ☐ NO

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**10. Have there been any fires in this facility since the last annual fire inspection report?** ☐ YES ☐ NO

**a. If 'yes', indicate:**

Number of fires	Number of injuries	Total cost of property damage
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

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

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					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>_____</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: \_\_\_\_\_ Certification # \_\_\_\_\_  
Email: \_\_\_\_\_ (as designated by the NYS Department of State)

### Section III-B. Building Administrator or Designee

*Please provide the name and contact information of the person responsible for monitoring this inspection (whomever accompanied the inspector; provided access to all spaces; and made available any records and/or required documentation requested by the inspector)*

The individual identified below certifies that this building inspection was conducted on this date \_\_\_\_\_ and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_  
Title: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature \_\_\_\_\_

### 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. Violations which are not corrected immediately shall be corrected within a period of time approved by the Commissioner.

Name: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Signature \_\_\_\_\_