

HEALTH/LIFE SAFETY ANNUAL INSPECTION CHECKLIST (ROE)

Administrative and General Building Requirements

- | | | |
|--|--|---|
| ☐ Safety reference plans (1) | ☐ Fire alarm audibility (11) | ☐ Decorative vegetation (21) |
| ☐ School safety drills (2) | ☐ Manual fire alarm station (12) | ☐ Space heaters (22) |
| ☐ Annual review of crisis plans (3) | ☐ ITM of fire alarm systems (13) | ☐ Curtains, draperies, and decorations (23) |
| ☐ Hold-open devices (4) | ☐ Functional sprinkler system (14) | ☐ Interior wall, ceiling and floor finishes (24) |
| ☐ Door/Window Insp. Test. Maintenance (5) | ☐ Clearance above storage (15) | ☐ Extension cords/multiple plug adaptors (25) |
| ☐ Unobstructed Exits (6) | ☐ Standpipe systems & private hydrants (16) | ☐ Electrical systems (26) |
| ☐ Emergency lighting + exit signs (7) | ☐ Fire extinguishers (17) | ☐ Carbon monoxide detection (27) |
| ☐ Testing of emergency lighting (8) | ☐ Safety glazing (18)* | ☐ Security locking (28) |
| ☐ Flam/comb liquids + chemicals (9) | ☐ Shower/eye wash stations (19)* | ☐ Panic Hardware (29) |
| ☐ Fire alarm system (10) | ☐ Alcohol hand-rub-dispensers (20) | |
- (P)-Applies only when film and chemicals are used. Not digital photo labs** **(A)-Applies only if classified as assembly**

Arts and Crafts Rooms

- ☐ Fire-rated construction (79)
- ☐ Fire detection (80)
- ☐ Spray finishing (81)
- ☐ Limited Spraying Spaces (82)
- ☐ Electrical Wiring & Equip (83)
- ☐ Kiln exhaust (84)
- ☐ Kiln fuel switch (85)
- ☐ Safety glasses (86)*

Auditoriums

- ☐ Posted occup. loads (111)
- ☐ Number of exits (112)
- ☐ Egress arrangement (113)
- ☐ Illuminated exit signs (114)
- ☐ Emergency lighting (115)
- ☐ Fire-rated construction (116)
- ☐ Fire detection (117)

Automotive Shops

- ☐ Fire-rated construction (142)
- ☐ Fire detection (143)
- ☐ Spray finishing (144)
- ☐ Limited Spray Spaces (145)
- ☐ Electrical Wiring/Equip (146)
- ☐ Welding booth exhaust (147)
- ☐ Safety glasses (148)*

Bleachers and Grandstands

- ☐ Inspection/maint (173)*
- ☐ Storage underneath (174)
- ☐ Structures underneath (175)

Boiler Room

- ☐ Door swing (200)
- ☐ Fire-rated construction (201)
- ☐ Housekeeping (202)
- ☐ Fire detection (203)
- ☐ Emergency fuel switch (204)
- ☐ Inspection cert. posted (205)

Cafeteria (A)

- ☐ Posted occupant loads (230)
- ☐ Number of exits (231)
- ☐ Egress arrangement (232)
- ☐ Illuminated exit signs (233)
- ☐ Emergency lighting (234)
- ☐ Fire-rated construction (235)
- ☐ Fire detection (236)

Classrooms

- ☐ Doors unlocked (261)
- ☐ Fire-rated construction (262)
- ☐ Door glass-vision panel (263)
- ☐ Classroom door swing (264)
- ☐ Artwork in classrooms (265)

Corridors

- ☐ Number of exits (290)
- ☐ Dead-end travel (291)
- ☐ Illuminated exit signs (292)

- ☐ Emergency lighting (293)
- ☐ Fire-rated construction (294)
- ☐ Width of corridors (295)
- ☐ Storage in corridors (296)
- ☐ Artwork (297)

Courtyards

- ☐ Means of Egress (322)

Elevator and Conveying Systems

- ☐ Does not obstruct egress (347)
- ☐ Certificate of Inspection (348)

Exterior Items

- ☐ Exterior stairs maint. (373)
- ☐ Fire lanes (374)
- ☐ Fire dept connection (375)
- ☐ Fire hydrants (376)

Fire Escape Stairs

- ☐ Existing fire escapes (401)
- ☐ Access to fire escapes (402)
- ☐ Protection of openings (403)
- ☐ Testing (404)

Greenhouses

- ☐ Fire-rated construction (429)
- ☐ Fire alarm systems (430)
- ☐ Fire detection (431)

Gym and Multipurpose Rooms

- ☐ Posted occupant loads (456)
- ☐ Number of exits (457)
- ☐ Egress arrange (458)
- ☐ Illuminated exit signs (459)
- ☐ Emergency lighting (460)
- ☐ Fire-rated construction (461)

Home Economics and Family Services Rooms

- ☐ Fire-rated construction (486)
- ☐ Fire detection (487)
- ☐ Exhaust fan (488)

Industrial Technology Labs

- ☐ Fire-rated construction (513)
- ☐ Fire detection (514)
- ☐ Welding booth exhaust (515)
- ☐ Safety glasses (516)*

Kitchens

- ☐ Fire-rated construction (541)
- ☐ Fire detection (542)
- ☐ Fire extinguishers (543)
- ☐ Cooking hood exhaust (544)
- ☐ Exhaust inspections (545)
- ☐ Filter maintenance (546)
- ☐ Fire exting. systems (547)

Library/Media Center (A)

- ☐ Posted occupancy loads (572)
- ☐ Number of exits (573)
- ☐ Egress arrangement (574)
- ☐ Illuminated exit signs (575)
- ☐ Emergency lighting (576)
- ☐ Fire-rated construction (577)
- ☐ Fire detection (578)

Lithium-Ion Technology

- Lithium-ion batteries (reserved) (603)

Mechanical & Furnace Rooms

- ☐ Fire-rated construction (628)
- ☐ Fire detection (629)
- ☐ Storage of combustibles (630)

Music Practice Rooms

- ☐ Sound proofing (655)

Photo Developing Labs

- ☐ Fire-rated construction (680) (P)
- ☐ Fire detection (681) (P)
- ☐ Exhaust fan (682) (P)
- ☐ Chemical storage (683)

Science Laboratories

- ☐ Fire-rated construction (708)
- ☐ Fire detection (709)
- ☐ Exhaust fan (710)
- ☐ Fume hood exhaust (711)
- ☐ Safety glassed (712)*
- ☐ Chemical storage (713)
- ☐ Emergency fuel switch (714)

Shower and Locker Rooms

- ☐ Number of exits (739)
- ☐ Illuminated exit signs (740)
- ☐ Emergency lighting (741)
- ☐ Exhaust fan (742)*
- ☐ Vapor-proof lights (743)*

Solar Photovoltaic (Ground)

- ☐ Clearance from vegetation (768)
- ☐ Shutdown and marking (769)

Solar Photovoltaic (Roof)

- ☐ Roof access (794)
- ☐ Rapid shutdown (795)
- ☐ Marking (796)

Stages (Large)+Back Areas

- ☐ Illuminated exit signs (821)
- ☐ Emergency lighting (822)
- ☐ Fire-rated construction (823)
- ☐ Proscenium wall protection (824)
- ☐ Curtains and scenery (825)
- ☐ Sprinklers and ventilators (826)
- ☐ Standpipes (827)

Stages (Small)

- ☐ Illuminate exit signs (852)
- ☐ Emergency lighting (853)
- ☐ Curtains+scenery (854)
- ☐ Fire detection (855)

Stages with Storage Under

- ☐ Fire-rated constr. (880)
- ☐ Storage only (881)
- ☐ Fire detection (882)
- ☐ Sprinklers (883)

Stairwells

- ☐ Properly maintained (908)
- ☐ Illumin. exit signs (909)
- ☐ Emergency lighting (910)
- ☐ Stair enclosure (911)
- ☐ No storage (912)
- ☐ Fire detection (913)

Storage/Supply/Closets

- ☐ Fire-rated constr. (938)
- ☐ Fire detection (939)
- ☐ Classroom/janitor's (940)

Swimming Pools

- ☐ Occup loads (965) (A)
- ☐ Number of exits (966) (A)
- ☐ Egress arrange (967) (A)
- ☐ Exit signs (968) (A)
- ☐ Emerg lighting (969) (A)
- ☐ Fire-rated const. (970) (A)
- ☐ Vapor-proof lights (971)*
- ☐ Exhaust fan (972)*
- ☐ IDPH equipment (973)*
- ☐ Fire extinguisher (974)
- ☐ Fire detection (975)

Teachers Workrooms and Lounges

- ☐ Fire-rated constr. (1000)
- ☐ Fire detection (1001)
- ☐ Exhaust fan (1002)

Time-Out Rooms

- ☐ Ceiling height (1027)
- ☐ Safe construction (1028)
- ☐ Locking (1029)
- ☐ Monitoring (1030)

Toilets

- ☐ Exhaust fan (1055)*

Woodworking Shop

- ☐ Fire-rated constr. (1080)
- ☐ Fire detection (1081)
- ☐ Fire extinguishers (1082)
- ☐ Sawdust collector (1083)
- ☐ Safety glasses (1084)*
- ☐ Housekeeping (1085)

District		Date:
School		
School Address		
Inspected by:		FD Name:
Name of ROE/ISC rep present during inspection		ROE#/ISC:

☐ Check box if ROE/ISC representative received a copy of this inspection at the time of the inspection.

Administration and General Building Requirements

Y	N	N/A		(Code references found in the Glossary)	Remarks
			1	Safety reference plans	
			2	School safety drills	
			3	Annual review of crisis plans	
			4	Hold-open devices	
			5	Door and Window Inspection, Testing, and Maint.	
			6	Unobstructed Exits	
			7	Emergency lighting and illuminated exit signs	
			8	Testing of emergency lighting and exit signs	
			9	Flammable/combustible liquids + chemicals	
			10	Fire alarm system	
			11	Fire alarm audibility	
			12	Unobstructed manual fire alarm stations	
			13	Inspection, testing, maintenance fire alarm system	
			14	Functional sprinkler system	
			15	Clearance above storage	
			16	Functional standpipe systems & fire hydrants	
			17	Fire extinguishers	
			18	Safety glazing*	
			19	Emergency shower and eye wash stations*	
			20	Wall-mounted alcohol hand-rub dispensers	
			21	Decorative vegetation	
			22	Space heaters	
			23	Curtains, draperies, and decorations	
			24	Interior Wall, ceiling, and floor finishes	
			25	Extension cords/multiple adaptors	
			26	Electrical systems	
			27	Carbon monoxide detection	
			28	Security locking	
			29	Panic Hardware	

Specific Requirements for Rooms and Spaces

Y	N	N/A		Arts and Crafts Rooms	Remarks
			79	Fire-rated construction and door closers	
			80	Fire detection	
			81	Spray finishing operations using flammable finishes	
			82	Limited spraying spaces	
			83	Electrical wiring and equipment	
			84	Kiln exhaust fan	
			85	Kiln fuel switch	
			86	Safety glasses*	
Y	N	N/A		Auditoriums	Remarks
			111	Posted occupancy load	
			112	Number of exits	

			113	Means of egress arrangement	
			114	Illuminated exit signs	
			115	Emergency lighting	
			116	Fire-rated construction and door closers	
			117	Fire detection	
Y	N	N/A		Automotive Shops	Remarks
			142	Fire-rated construction and door closers	
			143	Fire detection	
			144	Fire protection in spray paint rooms and booths	
			145	Limited spraying spaces	
			146	Electrical wiring and equipment	
			147	Welding booth exhaust	
			148	Safety glasses*	
Y	N	N/A		Bleachers and Grandstands	Remarks
			173	Installation, inspection, and maintenance*	
			174	Combustible storage and waste accumulation	
			175	Structures underneath bleachers and grandstands	
Y	N	N/A		Boiler Room	Remarks
			200	Door swing	
			201	Fire-rated construction and door closers	
			202	Housekeeping	
			203	Fire detection	
			204	Emergency fuel burner switch	
			205	Certificate of inspection posted	
Y	N	N/A		Cafeteria (A)	Remarks
			230	Posted occupant loads	
			231	Number of exits	
			232	Means of egress arrangement	
			233	Illuminated exit signs	
			234	Emergency lighting	
			235	Fire-rated construction and door closers	
			236	Fire detection	
Y	N	N/A		Classrooms	Remarks
			261	Inside of exit doors unlocked	
			262	Fire-rated construction and door closers	
			263	Door glass-vision panel	
			264	Classroom door swing	
			265	Artwork and teaching materials in classrooms	
Y	N	N/A		Corridors	Remarks
			290	Number of exits	
			291	Dead-end travel	
			292	Illuminated exit signs	
			293	Emergency lighting	
			294	Fire-rated construction	
			295	Capacity and width of corridors	
			296	Storage in corridors and lobbies	
			297	Artwork and teaching materials in corridors	

Y	N	N/A			
			322	Means of egress	
Y	N	N/A		Elevator and Conveying Systems	Remarks
			347	Does not obstruct egress	
			348	Certificate of inspection	
Y	N	N/A		Exterior Items	Remarks
			373	Exterior stairways properly installed/maintained	
			374	Fire lanes	
			375	Fire department connection	
			376	Fire hydrants	
Y	N	N/A		Fire Escape Stairs	Remarks
			401	Existing fire escapes	
			402	Access to fire escapes	
			403	Protection of openings	
			404	Testing	
Y	N	N/A		Greenhouses	Remarks
			429	Fire-rated construction and door closers	
			430	Fire alarm systems	
			431	Fire detection	
Y	N	N/A		Gym and Multipurpose Rooms	Remarks
			456	Posted occupant loads	
			457	Number of exits	
			458	Means of egress arrangement	
			459	Illuminated exit signs	
			460	Emergency lighting	
			461	Fire-rated construction and door closers	
Y	N	N/A		Home Economics+Family Services Rooms	Remarks
			486	Fire-rated construction and door closers	
			487	Fire detection	
			488	Exhaust fan	
Y	N	N/A		Industrial Technology Labs	Remarks
			513	Fire-rated construction and door closers	
			514	Fire detection	
			515	Welding booth exhaust	
			516	Safety glasses*	
Y	N	N/A		Kitchens	Remarks
			541	Fire-rated construction and door closers	
			542	Fire detection	
			543	Fire extinguishers	
			544	Cooking hood exhaust	
			545	Inspection and cleaning of cooking exhaust system	
			546	Filter installation and maintenance	
			547	Cooking hood extinguishing systems	

Y	N	N/A		Library and Media Centers (A)	Remarks
			572	Posted occupancy loads	
			573	Number of exits	
			574	Means of egress arrangement	
			575	Illuminated exit signs	
			576	Emergency lighting	
			577	Fire-rated construction and door closers	
			578	Fire detection	
Y	N	N/A		Lithium-Ion Technology (reserved)	No Requirements
			603	See Appendix T for general information	
Y	N	N/A		Mechanical & Furnace Rooms	Remarks
			628	Fire-rated construction and door closers	
			629	Fire detection	
			630	Storage of combustibles	
Y	N	N/A		Music Practice Rooms	Remarks
			655	Sound proofing used as wall covering	
Y	N	N/A		Photo Developing Rooms	Remarks
			680	Fire-rated construction and door closers (P)	
			681	Fire detection (P)	
			682	Exhaust fan (P)	
			683	Proper storage of chemicals (P)	
Y	N	N/A		Science Laboratories	Remarks
			708	Fire-rated construction and door closers	
			709	Fire detection	
			710	Exhaust fan	
			711	Fume hood exhaust	
			712	Safety glasses*	
			713	Proper storage of chemicals	
			714	Emergency fuel burner switch	
Y	N	N/A		Shower and Locker Rooms	Remarks
			739	Number of exits	
			740	Illuminated exit signs	
			741	Emergency lighting	
			742	Exhaust fan*	
			743	Vapor-proof lights*	
Y	N	N/A		Solar Photovoltaic (Ground Systems)	Remarks
			768	Clearance from vegetation	
			769	Marking	
Y	N	N/A		Solar Photovoltaic (Roof Systems)	Remarks
			794	Roof access	
			795	Rapid shutdown	
			796	Marking	
Y	N	N/A		Stage (Professional), Accessory Areas	Remarks
			821	Illuminated exit signs	

			822	Emergency lighting	
			823	Fire-rated construction and door closers	
			824	Proscenium wall protection	
			825	Curtains and scenery	
			826	Sprinkler systems and ventilators	
			827	Standpipes for stages	
Y	N	N/A		Stages (Small)	Remarks
			852	Illuminated exit signs	
			853	Emergency lighting	
			854	Curtains and scenery	
			855	Fire detection	
Y	N	N/A		Stages with Storage Underneath	Remarks
			880	Fire-rated construction and door closers	
			881	Noncombustible storage only	
			882	Fire detection	
			883	Sprinklers	
Y	N	N/A		Stairwells	Remarks
			908	Properly maintained stairs	
			909	Illuminated exit signs	
			910	Emergency lighting	
			911	Interior exit stair enclosure	
			912	No storage under stairs	
			913	Fire detection	
Y	N	N/A		Storage/Supply/Closets	Remarks
			938	Fire-rated construction and door closers	
			939	Fire detection	
			940	Classroom/janitor's closets	
Y	N	N/A		Swimming Pools	Remarks
			965	Posted occupancy loads (A)	
			966	Number of exits (A)	
			967	Means of egress arrangement (A)	
			968	Illuminated exit signs (A)	
			969	Emergency lighting (A)	
			970	Fire-rated construction (A)	
			971	Vapor-proof lights*	
			972	Exhaust fan*	
			973	IDPH safety equipment*	
			974	Fire extinguishers	
			975	Fire detection	
Y	N	N/A		Teacher's Workroom/Lounge	Remarks
			1000	Fire-rated construction and door closers	
			1001	Fire detection	
			1002	Exhaust fan	
Y	N	N/A		Time-Out Rooms	Remarks
			1027	Ceiling height	
			1028	Safe construction	

