Schedules and Documents to Have Ready
Prior to the Annual Health/Life Safety Inspection

MAIN OFFICE OF BUILDING PRIOR TO INSPECTION

☐ Life Safety Verification Form: *available from ROE*
(**Fill out the form and print for your copy**)

☐ 10-year Life Safety Survey in <u>District office.</u>
(**Need to see to check off**)

☐ Safety Reference Plans: should have been done by architect for the 10-year Life Safety Survey.
See item 2, page 6 of HLS Glossary for a more detailed outline.
(**Each building should have their own - need to see to check off**)

☐ School Safety Drill documentation and District Annual Safety Review Report; *forms available at ROE*

☐ Schedule of monthly testing of emergency lighting.
(**Need to see schedule to check off**)

☐ Schedule of Fire Alarm testing (pull stations, alarms, detectors) checked annually.
(**Need to see schedule to check off**)

☐ Schedule and inspection certificate of sprinkler system by 3rd party certified inspector.
(**Need to see to check off**)

☐ Integrated Pest Management Plan.
(**Need to see to check off**)

☐ Bleacher inspection schedule and documentation; Certificate of inspection from 3rd party certified inspector every other year, in-house inspection documentation in off-years.
(**Dates should be on Life Safety Verification Form – item 1 above**)

LOCATED THROUGHOUT BUILDING DURING INSPECTION

☐ Yearly boiler inspection certificate; located in boiler room near boiler. Don't remove from boiler room.
(**Need to see to check off).**

☐ Elevator/lift inspection certificate; located in elevator/lift. Don't remove from elevator/lift.
(**Need to see to check off**)

☐ Kitchen range hood exhaust filter cleaning schedule with dates cleaned. You may have in office prior to inspection if you wish.
(**Need to see to check off**)

☐ Kitchen automatic fire suppression system inspection; every 6 months.
Do not remove from extinguishing system.
(**Need to see to check off**)

☐ Fire extinguisher inspection tags; inspected yearly and new tags placed on all extinguishers.
Do not remove from extinguishers.
(**Need to see to check off**).