IDAHO
STATE FIRE MARSHAL

INSPECTION CHECKLIST

Educational Occupancies

Y = Meets Requirements; N= Does Not Meet Requirements

Y N

EXTERIOR:

- ❑ ❑ Fire Lanes marked/unobstructed (IFC 503.3, 503.4)
- ❑ ❑ Address visible (IFC 505.1)
- ❑ ❑ Fire hydrants/water supply accessible (IFC 507)
- ❑ ❑ Combustible accumulations/storage acceptable (IFC 304.2, IFC 315.4)
- ❑ ❑ F.D. key box present/maintained (IFC 506)
- ❑ ❑ F.D. connections visible/maintained (IFC 912)
- ❑ ❑ Gas meter/piping protected against impact (IFC 312, 603.9)
- ❑ ❑ Dumpsters are outside and 5 ft. or more from combustible walls, openings or combustible roof eave lines. (IFC 304.3.3)

EXIT FEATURES/MEANS OF EGRESS:

- ❑ ❑ Adequate number of exits (IFC 1004.1.1, 1015, 1021, 1104.24)
- ❑ ❑ Special egress provisions for younger children (IFC 1001.3)
- ❑ ❑ Exits, aisles, & corridors free of obstructions (IFC 1030.3)
- ❑ ❑ Exit doors open from inside (IFC 1008.1.9)
- ❑ ❑ Exit signs present (IFC 1011, 1104.3)
- ❑ ❑ Emergency lighting present & operational (IFC 1006, 1104.5)
- ❑ ❑ Interior finish acceptable (IFC 803, 804)
- ❑ ❑ Exit corridors rated (IFC 1018.1, 1104.17.1)
- ❑ ❑ Minimum corridor width – 6' (IFC 1018.2)
- ❑ ❑ Two exits from labs/prep rooms > 500 sq. ft New, 1000 sq.ft. Existing (IFC 101.1, 1104.24.4)

CONSTRUCTION FEATURES:

- ❑ ❑ Fire rated construction present/maintained (IFC 703.1)
- ❑ ❑ Incidental use areas separated/sprinklered (IFC 1106.3)
- ❑ ❑ Rated fire doors operational (IFC 703.2)
- ❑ ❑ Vertical openings protected (IFC 1103.4)

STORAGE:

- ❑ ❑ Storage neat and orderly (IFC 315.3)
- ❑ ❑ Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms (IFC 315.3.3)
- ❑ ❑ Attic storage (IFC 315.3.4)
- ❑ ❑ Storage maintained [2' below ceiling un-sprinklered, 18" sprinklered] (IFC 315.3.1)
- ❑ ❑ Rubbish/waste subject to spontaneous ignition shall be disposed of daily and in listed container (IFC 304.3.1)

FLAMMABLE/COMBUSTIBLE LIQUIDS:

- ❑ ❑ Safety containers if used (IFC 5705.2.4)
- ❑ ❑ Not stored/kept near exits (IFC 5704.3.3.3)
- ❑ ❑ No sources of ignition (IFC 5704.2.4)
- ❑ ❑ Quantities >10 gals in cabinet (IFC 5704.3.4.4)
- ❑ ❑ No basement storage unless sprinklered (IFC 5704.3.5.1)
- ❑ ❑ Adequate ventilation (IFC 5705.3.7.5.1)

EMERGENCY PLANNING:

- ❑ ❑ Comply with Chapter 4 for Education
- ❑ ❑ Fire Evacuation Drills (IFC 404.1)
- ❑ ❑ Lockdown Drills (IFC 404.3.3.1)

Y N

FIRE EXTINGUISHERS:

- ❑ ❑ Readily accessible (IFC 906.5)
- ❑ ❑ Travel distance not exceeded (IFC 906.1, 906.3)

UTILITY/MECHANICAL/HVAC:

- ❑ ❑ Shut off valves present on gas appliances (IFC 603.1)
- ❑ ❑ Approved piping, connections & appliances used (IFC 603.1.2)
- ❑ ❑ Combustion air supply/venting present (IFC 603.1)
- ❑ ❑ Adequate clearance between combustibles and appliances (IFC 305.1, 603.5.3)
- ❑ ❑ Commercial hood ducts/filters are clean (IFC 609.3.3)

HAZARDOUS MATERIALS:

- ❑ ❑ Compressed gas cylinders secured (IFC 5303.5)
- ❑ ❑ Rooms/areas properly labeled (IFC 5003.5)
- ❑ ❑ Acceptable quantities IFC 5003.1.1)
- ❑ ❑ Separation of incompatible materials (IFC 5003.9.8)

SPRINKLER SYSTEM:

- ❑ ❑ Coverage is adequate (IFC 903.3.1)
- ❑ ❑ Controls are readily accessible (IFC 509.2)
- ❑ ❑ Valves locked open (IFC 903.4.4)
- ❑ ❑ System and valves supervised [>20 sprinklers new, ≥ 100 in existing] (IFC 903.4)
- ❑ ❑ Heads in good condition (IFC 903.3.1)
- ❑ ❑ Wrench/spare sprinklers present (IFC 903.3.1)
- ❑ ❑ Tested/inspected at least annually (IFC 901.6.1)
- ❑ ❑ Riser/pump rooms labeled (IFC 509.1)

FIRE ALARM & DETECTION SYSTEMS:

- ❑ ❑ Control panel/annunciator panel in normal condition [no trouble or alarm conditions] (IFC 901.6, 901.7)
- ❑ ❑ Detectors properly installed (IFC 907 & 1103.7.2)
- ❑ ❑ Tested/inspected at least annually (IFC 907.8)
- ❑ ❑ Fire alarm system installed where required (IFC 907.2.9, 1103.7.2)
- ❑ ❑ Smoke detection in intervening egress rooms (IFC 907.2.3.2, 1103.7.2.3)
- ❑ ❑ Fire drills conducted (IFC 404.1.)

OTHER FIRE PROTECTION SYSTEMS:

- ❑ ❑ Standpipes needed (IFC 905)
- ❑ ❑ Standpipes/hose in good condition (IFC 905.2)
- ❑ ❑ Adequate coverage (IFC 905.2)
- ❑ ❑ Kitchen Hood system fuel shutoff present (IFC 904.11.2)
- ❑ ❑ Kitchen Hood system properly maintained/serviced (IFC 609.3 & 904.11.6)

ELECTRICAL:

- ❑ ❑ No electrical hazards (IFC 605.1, 605.6)
- ❑ ❑ Appliances/fixtures in good condition (IFC 605.7)
- ❑ ❑ Overcurrent protection present (IFC 605.1)
- ❑ ❑ Multi-plug adapters per NFPA 70 (IFC 605.4)
- ❑ ❑ Extension cords not substituted for fixed wiring (IFC 605.5)
- ❑ ❑ Power strips properly used (IFC 605.4)
- ❑ ❑ Access/clearance to electrical panels (IFC 605.3)
- ❑ ❑ Electrical Rooms labeled (IFC 605.3.1)

This checklist is provided by the Idaho State Fire Marshal's Office and is intended as a guide to assist fire inspection personnel in identifying general fire and life safety hazards, other possible code requirements may apply. Please refer to other checklists for information on certain occupancies/topics.

IFC = International Fire Code

CODE SUMMARY

Educational Occupancies

COMMON OCCUPANT LOAD FACTORS (IFC 1004.1):

Classrooms	20 sq. ft/person (net)	Exercise Areas	50 sq. ft/person (gross)
Office/business areas	100 sq. ft/person (gross)	Shops/labs/vocational	50 sq. ft/person (net)
Assembly (chairs only)	7 sq. ft/person (net)	Mechanical Areas	300 sq. ft/person (gross)
Assembly (tables/chairs)	15 sq. ft/person (net)	Storage Areas	300 sq. ft/person (gross)

EGRESS FEATURES:	UNSPRINKLERED:	SPRINKLERED:	REFERENCE SECTION:
Egress Width – Stairs (in./occupant)	0.3	0.2 *	IFC 1005.1 * Voice alarm reduction
Egress Width – Other (in./occupant)	0.2	0.15 *	IFC 1005.1 * Voice alarm reduction
Minimum Aisle Width (in.)	36	36	Refer to IFC 1005.1 for actual figures
Common Path of Travel – new (ft.)	75	75	IFC 1014.3
Common Path of Travel – existing (ft.)	75	75	IFC 1104.19
Dead-End Limit – new (ft.)	20	50	IFC 1018.4 Unlimited allowable if length < (2.5 x width)
Dead-End Limit – existing (ft.)	50	50	IFC 1104.17.4 Unlimited allowable if length < (2.5 x width)
Exit Access Travel Distance (ft.)	200	250	IFC 1016.1; 1104.18
Corridor Fire-Rating Req. – new (hr.)	1	0	For > 30 occupants. IFC 1018.1
Corridor Fire-Rating Req. – exist. (hr.)	1	0	For > 30 occupants. IFC 1104.17.1

COMMON OCCUPANT LOAD FACTORS:

2nd Exit Required - more than 50 occupants (IFC 1015.1) OR common path of travel exceeds 75 ft. (IFC 1015.1) OR all stories above 2nd story (IFC 1021.2) OR labs or prep rooms greater than 500 sq. feet containing hazardous materials. (IFC 1015.1). For existing see IFC 1104.24.1.

3rd Exit Required - 501 to 1,000 occupants (IFC 1021.1 & 1104.24.2)
4th Exit required - 1,001 or more occupants (IFC 1021.1 & 1104.24.3)

SPRINKLER SYSTEM REQUIRED (IFC 903.2.3 – NEW, 1103.5.3 – EXISTING):
New: All group E fire areas greater than 12,000 sq. feet in area AND/OR every portion of building below the level of exit discharge (not required if every classroom provided with at least one exterior exit door to ground level)
Existing: Windowless basements exceeding 2,500 sq. feet used by students

FIRE ALARM SYSTEM AND DETECTION REQUIRED (IFC 907.2.3 – NEW; 1103.7.2 – EXISTING):
Fire alarm and detection system required with 50 or more occupants.

Automatic detection is required in laundry rooms, boiler rooms, furnace rooms, mechanical rooms, electrical rooms, shops, laboratories, kitchens, locker rooms, janitor's closet, trash collection rooms, storage rooms, lounges, and similar areas (not required if sprinklered).

Where single exit is through adjoining or intervening room serving more than 10 persons, smoke detection is required in the room through path of travel.

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