

Manual for
Non-public School Facility
Fire and Building Safety Inspections

The University of the State of New York
The State Education Department
Office of Facilities Planning
Room 1060 -

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Introduction

This manual provides guidance for New York State non-public school authorities and code enforcement officials pertaining to the requirements for annual fire and building safety inspections of non-public school

THE FIRE AND BUILDING SAFETY INSPECTION REPORT

The Manual for Non-public School Facility Fire and Building Safety Inspections is available on the State Education Department's Office of Facilities Planning web site at: www.p12.nysed.gov/facplan. It is also available at: www.p12.nysed.gov/nonpub.

Appendix C of this manual, the **Fire Safety Inspection Code Reference Checklist**, shall be used as a reference during the inspections.

Part I – General Information and Fire/Life Safety History

This section must be completed annually.

Part II-B: Non-public Fire Safety Non-Conformance Report Sheet

This section must be completed annually by all non-public schools.

Part III: Non-public Certifications

10. Emergency Planning and Preparedness

Code/Points	Description	Code Section
A-2	Fire safety and evacuation plans are prepared, maintained, and available for review.	F403 F404
B-2	Safety Data Sheets (SDS) are complete and available on premises.	F407
C-1	Hazardous material containers and rooms are properly identified.	F407
D-1	Records of hazardous material inventory statements are provided.	F407

11. Fire Service Features

Points	Description	Code Section
A-2	Fire apparatus access roads are maintained and unobstructed. (NOTE: Gates are permitted)	F503
B-1	Flat roofs, less than 30 degrees, are free from obstruction.	F316
C-2		

16. Fire Protection Systems

code/points	Description	Code Section
A-2	Fire detection, alarm, and extinguishing systems are operative; and inspection, testing, and maintenance records are maintained and available for review on premises.	F901
B-2	Portable fire extinguishers are located in a conspicuous location, are readily accessible, are not obstructed or obscured, and are maintained in accordance with this section and NFPA.	F906
C-2		

19. Motor Fuel- Dispensing Facilities & Repair Garages

Code/points	Description	Code Section
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Certifications – Part III – Nonpublic Schools

Description

Section III-A: Fire Inspection Method

Section III-B: Fire Inspection by Local Fire Department, Fire Corp or County Fire Coordinator or Fire Inspector who holds a Valid Certification