STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Health and Safety Evaluation of School Buildings Facilities
Checklist Instructions & Guidance 2023-2024

A. General Preparations

1) Complete a checklist for each school building used for instructional purposes (i.e., regular, preschool, etc.) in the district. A checklist is not required for buildings used only for non-instructional purposes (i.e., administrative offices, maintenance, warehousing, etc.). Building checklists need to be completed annually and made available for annual review.
2) Answer **all** questions on the checklist. If a question does not apply, mark it as "N/A". Explain all answers marked as "No."

B. Scoring Compliance (i.e., pass **NJQSAC** monitoring):

- **100% Items**: All responses must be scored either "Yes" or "N/A" to pass this monitoring measure.
- **80% Items**: Requires 80% "Yes" of the total applicable responses.
  - Total Responses = combined "Yes" plus "No" answers. (N/A responses are not part of the final score calculation.
  - For example: scoring: 28 "Yes" and 6 "No" for a total of 34 responses; 80% of the total scores = 27.
  - In the above example 28 "Yes" responses are compliant (pass) because it is greater than the required 80% of 27.
  - If there were 26 "Yes" responses, then this would not meet the 80% and would ***not*** be compliant.
- The Chief School Administrator **or** School Business Administrator and Certified Educational Facilities Manager (if applicable) **or** Head/Lead Custodian must sign **and** date the form as indicated on the last page.

C. Attached are Appendices provided for your convenience:

1) **Appendix A**: Required Certificates index, for use in gathering the required certificates.
2) **Appendix B**: Pointers for NJQSAC Facility Monitoring
3) **Appendix C**: Required Temporary Facility Approvals
4) **Appendix D**: Common Fire Code Violations in School Buildings

D. In preparation for NJQSAC Facility Monitoring:

1) **Required Certificates:** Shall have copies, available as applicable (i.e., fire, boiler, black seal, sanitary inspection; etc.). No need to copy evacuation signage. (See **Appendix A**).
2) **Floor Plans:** Provide a copy for each building.
3) **Access to All Rooms during Monitoring:** Arrange to provide.

While beyond the scope of this monitoring, districts *may* find additional useful information for maintaining a safe environment for its students and staff in the Safe School Manual.

Health and Safety Evaluation of School Buildings Facilities
Checklist Instructions & Guidance

Checklist Guidance (Self-Explanatory questions are so noted)

100% Compliance: Administrative

1. ***A current certificate of compliance with the Uniform Fire Code has been issued by the local or state fire official/inspector and posted in a conspicuous location.***
   - If no certificate has been issued, the official/inspector-issued abatement schedule is being or has been implemented to meet the requirements of the local enforcement authority is available for inspection.
   - Portable fire extinguishers are required to be visually inspected when initially placed in service and at least monthly thereafter (NFPA 10(98), Sections 4-3.1). Annual inspections are completed by a certified fire-extinguisher servicing company. Monthly visual inspections, intended to help ensure that each extinguisher is in its designated place and will operate if needed, may be performed by facility staff.

2. ***A current sanitary inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.***
   - If a rating other than "satisfactory" has been issued, review the inspector-issued abatement schedule that has been implemented to meet the requirements of the health official.
   - Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act regarding food safety inspections are to be implemented in schools participating in the National School Lunch or School Breakfast Programs. Richard B. Russell National School Lunch Act
   - Previously, participating schools were required to obtain a minimum of one food safety inspection per school year or comply with the frequency required by local standards. Beginning July 1, 2005, each school must obtain at least two food safety inspections US Dept of Agriculture and Child Nutrition Act each school year.
   - The inspections must be conducted by a State or local governmental agency responsible for food safety inspections. More frequent inspections may be required by State or local governments. In addition, schools must post, in a publicly visible location, a report on the most recent food safety inspection, and provide a copy of the food safety inspection report to members of the public upon request.

3. ***A three-year asbestos management plan, as required by AHERA, is available including current six-month updated surveillance report/letters. If constructed without asbestos, a letter of certification from the architect is available.*** EPA Asbestos
   - In 1986, the Asbestos Hazard Emergency Response Act (AHERA; Asbestos-Containing Materials in Schools, 40 CFR Part 763, Subpart E) was signed into law as Title II of TSCA. AHERA requires all schools to develop and implement an asbestos management plan (AMP). All schools are required to maintain an AMP for each of its buildings. These plans are required to include the type and location of any asbestos in the building, regular updates on the condition of the asbestos, and, if applicable, when it was abated.

- AHERA and associated federal regulations require that asbestos in schools must be re-inspected every three years and updated every six months.
- Current "AHERA Six Month Periodic Surveillance Inspection" must be on file.
- An architect or project engineer responsible for the construction of a new school building built after October 12, 1988, or an accredited inspector must sign a statement that no asbestos-containing building materials (ACBM) was specified as a building material in any construction document for the building.

4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available. (Self-explanatory)

5. Current boiler inspection certificate(s) posted at site of boiler.

- NJAC 12:90-4.10 Inspection of Boiler
- All steam or hot water boilers or similar equipment potentially capable of generating steam shall be inspected and be subjected to a hydrostatic test, as applicable, at least once each year at 12-month intervals. This inspection shall be a complete internal and external inspection as construction conditions permit. All hot water heating boilers shall be inspected internally at 24-month intervals and shall be inspected externally every 12 months.
- The NJ Department of Labor issues a "Certificate of Inspection" for each pressure vessel inspected. The "Certificate of Inspection" is the document issued by the Chief Inspector indicating that the pressure retaining items meet the requirements.
- NJAC 12:90 establishes the requirements for the maintenance of boiler logbooks.

6. Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.

- Per N.J.S.A. 34:7.1, except in limited situations of emergency, "No unlicensed person shall operate a steam generator, similar equipment potentially capable of generating steam having relief devices set over 15 psig (Pounds per square in gauge) and rated at or developing over 6 boiler horsepower or a steam power generator, if over 6 horsepower; a hoisting machine regardless of motive power, whenever the boom length exceeds 99 feet; a refrigerating plant of over 24 tons of refrigerating capacity, utilizing refrigerants of a flammable or toxic nature; or a steam or hot water heating plant of which the indicated or rated capacity exceeds either 499 square feet of heating surface or 100 boiler horsepower or 1,000 kilowatts or 4,000,000 British thermal units input regardless of pressure or temperature conditions; and no owner, agent, superintendent, manager or other person having charge of any building or work in which such equipment is located, or used, shall use, or cause or allow to be used, any such equipment described in this section unless the same is in charge of a properly licensed person, except in emergency, and then for no longer than 15 days unless the commissioner in writing extends such time, of which emergency the owner of such equipment, or the agent, superintendent, manager or other person in charge thereof shall promptly notify the mechanical inspection bureau in writing, stating fully the circumstances".

- Per N.J.A.C. 12:90-8.3 (Classification of licenses for operators), "A black seal shall identify a boiler operator".

7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act (water testing for lead AND other pollutants, etc.).

- Refer to NJAC 6A:26-12.4 and NJSA 18A:33-7
- (a) The rules in this subchapter for the provision of safe drinking water shall apply to all New Jersey public school districts, charter schools, renaissance schools, jointure commissions, educational services commissions, approved private schools for students with disabilities acting under contract to provide educational services on behalf of New Jersey public school districts, State-funded early childcare facilities pursuant to N.J.A.C. 6A:13A, and receiving schools as defined by N.J.A.C. 6A:14-7.1(a) .
- (b) District boards of education shall assure the availability of potable drinking water through sanitary means in school facilities or upon school grounds in accordance with the Safe Drinking Water Act.
- (c) Testing of school drinking water quality shall be in accordance with the Safe Drinking Water Act, NJSA 58:12A-1 et seq., and the rules promulgated pursuant thereto, submittal of the annual Statement of Assurance for Lead testing in water shall be completed.

8. One fire drill and one school security drill are held each month.

Per S-3002 (Chapter 178), NJSA 18A:41-1 *is amended effective 11/1/2010* as follows:

Fire Drill & Security Drill

- "Every principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least ***one fire drill and one school security drill each month*** within the school hours, *including any summer months during which the school is open for instructional programs,* and shall require all teachers in all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during school hours. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the pupils performing every fire drill." The first Fire Drill should be within the first 10 days of the beginning of the school year and the first Security Drill pursuant to NJ Fire Code 408.3.1 requires first security drill within the first 15 days of the school year.

Security Drill follow-up notes

- See the Department's School Preparedness and Emergency Planning webpage.
- See the "School Security Drill Guide" Drill Guide for requirements on:
  (1) types of security drills to be held;
  (2) timing: must hold one within first 15 days of the beginning of the school year;
  (3) notification;
  (4) recordkeeping;
  (5) type(s) of training; and etc.

  See the "Security Drill Statement of Assurance" that districts are required to complete, sign and submit annually to the County Office of Education by June 30th.

9. Right-To-Know Requirements are properly posted and Safety Data Sheets (SDS) reporting materials are on file for review. Please refer to the following:

- Right-To-Know resource.
- PEOSH Program Hazardous Communication Standard NJAC 12:100-7
- Public Employers' and Employees' "Frequently Asked Questions"
- Public employers have the responsibility to assist workers in learning about the hazards of the products they work with. The employer must:
  - Complete the Right-To-Know Survey
  - Label Containers
  - Create and Maintain a Right-To-Know Central File
  - Post the Right-To-Know Poster and PEOSHA Poster

10. Janet's Law:

District has defibrillators identified with appropriate signage, that are placed and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and are within reasonable proximity of the school athletic field or gymnasium, as applicable (Janet's Law NJSA 18A:40-41a and NJSA 18A:40-41b) . As per 18A:40-41b, there must be an emergency action plan responding to a sudden cardiac event including a team of properly trained building personnel.

100% Compliance: Exits/Exterior

11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.

- NFPA (National Fire Protection Agency) See chapter 4 of National Electric Code (NEC)

12. All exterior exits are in good condition, readily accessible and free of obstructions for use in an emergency, including:

a. Fire escapes and/or exterior stairs can be safely negotiated.

- Uniform Fire Code NJAC 5:70-3.2(a), 1031.1 - General
- Uniform Fire Code NJAC 5:70-3.2(a), 1031.1.1 - Storage
- All accumulations of rubbish, waste, paper, boxes, shavings, or other combustible materials, or excessive storage of any combustible material must be removed or remedied.
- All obstructions to or on fire escapes, stairs, passageways, doors or windows, liable to interfere with the egress of occupants or the operation of the fire department in case of fire are to be removed or remedied.
- Per the Uniform Fire Code NJAC 5:70-3.2(a) 2, 1031.6, a means of egress shall be free from obstructions that would prevent its use, including the accumulation of snow and ice.
- NFPA 101 permits exterior exit doors (those that lead directly to the outside) to be locked from the outside to control who can enter the building. From the inside, those same doors need to allow people to leave during emergencies. All occupants must be able to exit the

building without needing a key, tool, or special knowledge or effort to open the door. For security issues, these exterior doors **shall not be propped open**.

b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.

- Uniform Fire Code NJAC 5:70-4.11(d) and ***IBC 1010.1.10*** (International Building Code)
- Panic hardware is required when the occupancy load, in accordance with IBC, is greater than 50. If there is a lighted exit sign over a door, more than likely it is required to have panic hardware.
- Classrooms having an occupant load greater than 50 must have at least two exit doorways.
- Doors from closed courtyards shall swing into the corridor and not into the courtyard. If the courtyard is used or can hold more than 50 occupants, the door shall be equipped with panic hardware. These doors should be equipped with a sign on the inside of the building stating "Not an Exit".

100% Compliance: Interior

13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected. Uniform Fire Code NJAC 5:70-3.1 and NJAC 5:70-3.2

14. Sufficient access and working space is provided and maintained around all electrical systems and service (e.g., circuit breaker panels, fuse boxes, transformers). Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment.

- Refer to Uniform Fire Code NJAC 5:70-3.1 and 3.2 and 29 CFR 1910.303(g)

15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc. NJAC 5:23-3.1 and NJAC 6A:26-3.2

- "Unapproved Construction" means not previously approved by the Office of School Facilities. All plans for changes in classroom use, alterations, repairs, construction or installation of new equipment must be reviewed with the New Jersey Department of Education, the Department of Community Affairs, and the local Uniform Construction Code (UCC) Enforcement Official prior to implementation. NJAC 6A:26-3 lists the types of building construction work requiring Department of Education review and those which are to be submitted to the local construction enforcing agency. Projects which do not require a review for educational adequacy are submitted to the local construction enforcing agency.
- If there is any change in the use of a room (usually non-instructional area changed to instructional area) an Application for Change-of-Use of Educational Space is Board-approved and submitted to the Executive County Superintendent for the required approval.
- Wood shelving material is permitted in storage rooms and closets. Wood furniture cabinets are also permitted. However, **storage closets or rooms generally cannot be constructed of wood**

wall, floor or ceiling.

- If wooden wall paneling is anywhere in a school building, the district must obtain a fire rating approval from the local building official. Wood paneling requires a Type 3 or Class 3 rating of 1/4" thickness, with the rating stamped on back. A receipt with the rating is acceptable. Intumescent (fire retardant) paint is acceptable. The fire-retardant properties of paints and solution must be maintained. Fire retardant paints or solutions must be renewed as often as necessary to maintain their fire-retardant properties.

16. Doors on any occupied space are free of deadbolts or slide bolts and permit exiting without need of a key or special knowledge (i.e., password or combination code).

29 CFR 1910.36(d), 29 CFR 1910.37(b)(4) and IBC 1010.1.4.4

- 1010.1.4.4 locking arrangements in educational occupancies. In Group E and Group B educational occupancies, egress doors from classrooms, offices and other occupied rooms shall be permitted to be provided with locking arrangements designed to keep intruders from entering the room where all the following conditions are met:
  - The door shall be capable of being unlocked from outside the room with a key or other approved means.
  - The door shall be openable from within the room in accordance with Section 1010.1.9.
  - Modifications shall not be made to listed panic hardware, fire door hardware or door closers.
- 1010.1.4.4.1 remote operation of locks. Remote operation of locks complying with Section 1010.1.4.4 shall be permitted.
- **Change Significance:** A high priority in educational facilities is the safety of occupants while in classrooms and other occupied spaces during the event of a threatening situation. It is important that the IBC provides criteria which balance the challenges of providing protection for students and teachers in the classroom and at the same time provide for free and immediate egress. Guidance has now been provided to allow for enhanced security measures on educational classroom egress doors and yet continue to comply with applicable means of egress requirements. Oftentimes locks or devices are added to doors to provide security, but they do not allow free egress, or comply with the single operation requirement. The new provisions provide guidance for combining security while maintaining safe egress capabilities.
- **Hold-open devices and closers:** Door stops, wedges and other unapproved hold-open devices shall be prohibited. Where it is desired to keep the doors open, an automatic-closing device actuated by automatic fire detectors shall be provided in accordance with the building subcode of the International Fire Code (IFC) 703.1
- Student lockers may be padlocked for the security of student possessions. All other storage rooms and storage closets cannot have padlocks.

17. Unobstructed vision panels with code-approved safety glazing are installed in doors opening into corridors. NJAC 6A:26-6.3(c)6

- Glazing must be a minimum of 100 square inches.
- OSHA regulation 29 CFR 1910.36(e) (2) requires doors to swing in the direction of travel when an area is occupied by more than 50 people or where there are hazardous operations.

18. Kindergarten and Pre-K toilet requirements are met. NJAC 6A:26-6.3(h)4

- An individual toilet room shall be provided in each preschool and kindergarten classroom.
- Each toilet room shall contain a juvenile size water closet suitable for children's use, equipped with an open front seat with a flood rim height no greater than 14 inches from the floor, and a lavatory (sink) with a flood rim height no greater than 26 inches from the floor.
- If a district is unable to provide for an individual toilet room in each classroom as required, toilet rooms may be provided adjacent to or outside the classroom. The chief school administrator must certify to the county superintendent how the alternate method of compliance shall be addressed, on forms prescribed by the Commissioner. See **Appendix C** for applicable requests for approval forms.

19. NJDOE Approval required, as needed: Dual Use, Change-of-Use, and Alternate Toilet, Temporary sites (TCU or leased/rented facilities). Required DOE approvals are in place. NJAC 6A:26-3.13 and 8.1 (Temporary Facilities)

- "Temporary Facility" means any facility used for educating students on a temporary basis while awaiting completion of a school facilities project that will currently house students. It also means:
  - Any facility not planned or constructed as a permanent school facility that is rented, leased, or otherwise acquired by a district for use by public school students.
  - A temporary classroom unit (TCU), self-propelled van or other mobile unit.
  - A facility reviewed and approved by the county superintendent of schools as **substandard** prior to the effective date of the facility code amendment, and a facility approved by the county superintendent, as a temporary facility under the rules in effect on or after the initial approval date.
- Any temporary facility to be used as a school shall comply with the applicable requirements of the Uniform Construction Code, evidenced by a valid Certificate of Occupancy (CO) Certificate of Continued Occupancy (CCO) for the use.
- Any obvious Dual Use or Change-of-Use situations shall require completion of the appropriate County form(s) for approval.
- County superintendents of schools will annually monitor the temporary facilities and Dual Use by districts for compliance with the standards in the code. See **Appendix C** for applicable requests-for-approval forms.

20. Dangerous chemicals (i.e., liquefied petroleum gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are **not** *stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly-rated cabinets: NOT in boiler room/hazardous areas).*

- NFPA 58 Liquefied Petroleum Gas Code (section 3-4.6) does not allow the use of gas containers in classrooms.
- A boiler room is a high-hazard room and therefore flammables and/or combustibles cannot be stored there. Uniform Fire Code NJAC 5:18-3 controls the storage and handling of flammable and/or combustible liquids.
- Gasoline-powered equipment shall not be stored in boiler rooms, exit stairs, corridors, including

paths within rooms/spaces **or in any other space not specifically designed to comply with code requirements for such storage**. The fuel tanks must always be emptied, and the gasoline stored in approved safety containers outside of the school building.

21. Carbon Monoxide Detectors NJAC 5:70-4.3(a), NJAC 5:70-4.9(d)

New Jersey became the sixth state to require schools to install carbon monoxide (CO) alarms in the immediate vicinity of all fuel-burning appliances. Carbon monoxide is an odorless, colorless and tasteless gas that is a product of combustion and the leading cause of accidental poisoning in the U.S.

Sources covered:

- Gas and oil heating and cooling systems: boilers, furnaces, central and unitary equipment.
- Generators: permanent and portable.
- Natural gas and propane appliances: e.g., water heaters, ranges, stoves and ovens and laundry washers and dryers.
- Gasoline powered equipment, e.g., lawnmowers, weed eaters, leaf blowers, chainsaws, power washers and other tools.
- Fireplaces.
- Because CO gas can travel in the air, alarms are also required in hallways connected to the space with the source and any spaces connected to the source by ventilation ductwork or shafts for stairs, elevators or ventilation.
- As equipment ages, the potential for malfunction increases. Therefore, routine inspection and regular maintenance of the above sources are key to preventing them from emitting CO. Sources that are vented to the outdoors may discharge indoors if chimneys or vents are blocked, for example, by snow, leaves, nests or during renovations. Portable sources outside buildings should be located away from air intakes and entrances.

100% Compliance: Vocational/Laboratories

22. Power machinery and equipment, as well as science labs, have appropriate safety features in place, including, as applicable:

a. Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts.

- Power equipment is secured to the floor and equipped with required point-of-operation guards to protect users from injury due to moving parts.
- Point-of-operation guards are machinery controls or barriers that prevent operators from placing their fingers or extremities in the area of machine operation (e.g., dual operating control buttons requiring the use of both hands to operate the machine and keeping hands out of the operating area, physical metal/wire mesh screen, plastic/other material barrier type guards). Plexiglas guards may be used.

b. Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. NJAC 6A:26-6.3(f)1

- There must be one switch for every 1,000 square feet of floor area, but no less than two and shall have a clear, unobstructed access of a minimum of 36 inches.

c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. NJAC 6A:26-6.3(f)2

d. Key-operated electric solenoid shut-off valves on natural gas lines are provided in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible.

- This item relates to natural gas or LP gas lines in instructional rooms, laboratories and shops; these must have an emergency push button shut-off valve which requires a key to turn gas back on. (This item does not pertain to the main gas service entry into the building.)
- The intent of the code is to ensure that the gas can be shut off by the instructor in an emergency or when the gas is not being used.
- A shut-off valve shall be installed in the line supplying gas to each classroom, laboratory, shop or the other area where gas is used by students, except home economics rooms.

23. At a minimum, one #20 ABC-rated fire extinguisher(s) is/are provided in each laboratory and vocational area. OSHA regulation 29 CFR 1910.157

- Each fire extinguisher must show evidence of inspection on a regular basis (i.e., annually by certified inspection company and generally monthly by district staff) and the inspections are current through the date of monitoring.

24. Adequate eye and body protection is provided, including:

a. Eye protection devices (e.g., glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. NJAC 6A:26-12.5

- Each student, staff member and visitor in its schools, including those present for evening adult school programs, **must** wear appropriate eye protective devices while participating in any educational activities and programs in which caustic or explosive chemicals or materials, hot liquids or solids, molten materials, welding operations of any type, repairing or servicing of vehicles, heat treatment or tempering of metals, the shaping of solid materials and laser device operation and experimentation or any similar process or activity is engaged in, where exposure to which might have a tendency to cause damage to the eyes.

b. An emergency eyewash device, with a 15-minute continuous flow, is provided where caustic or corrosive materials are used. N.J.A.C. 6A:26-12.5 (d)

- Emergency eyewash fountains or similar devices, capable of a minimum 15-minute continuous flow of eye wash solution shall be provided in classrooms, shops, laboratories or other areas where pupils or instructors are exposed to caustic materials that can cause damage to the eyes.

c. An emergency cold-water shower for a chemistry laboratory, if constructed after October 1985. N.J.A.C. 6A:26-6.3(e)3

25. Classroom provides for proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable:

a. For science/art activities (i.e., via fume hoods):

- Fume hoods capable of exhausting toxic and offensive vapors to the exterior are provided.
- Art: certain art activities such as air brushing, spray painting should allow for proper ventilation.
- Kiln for ceramics should be in a designated safe space and best practice includes an emergency cut-off switch.

b. For welding operations:

- Local or general exhaust ventilation is operating to remove fumes to the exterior during welding operations.

c. For auto and or paint spraying operations (these should be on separate exhaust systems).

d. For dust generating operations, such as woodworking (i.e., a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system). NJAC 6A:26-6.3(b)5

- Power tools and machines in shops which generate dust shall be provided with dust collecting equipment. Such equipment shall be either single or multi-use vacuum packs or a central dust collection system. Installed systems shall comply with National Fire Protection Association (NFPA) Standard 664 "Standards for the Prevention of Fire and Explosion in Wood Processing and Woodworking Facilities" (1998), incorporated herein by reference, as amended and supplemented, and New Jersey Department of Environmental Protection rules at NJAC 7:27-8 regarding air quality.

80% Compliance: Exits/Exterior

1. No evidence of major exterior building structural damage. Examples include:

a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels are free of rust and flaking. (Self-explanatory)

b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create drainage or soil erosion. (Self-explanatory)

2. All exterior receptacles are GFI (ground-fault interrupter circuit) protected in accordance with governing electrical code. Consult municipal code officials for approvals.

3. All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections. **(Self-explanatory)** NJAC 5-23-11.1

- This includes, but in not limited to:
- Being free of rust, jagged edges and protruding nuts/bolt ends
- Sufficient separation between playground units to provide safe passage when units are being used.

- Equipment securely anchored with footings which are not exposed, cracked or loose in the ground.
- Certified safety surfacing provided at the base of playground equipment to prevent injuries.
- No evidence of any other hazards present.

4. All playground equipment, layout, and surfacing must comply with the U. S. Consumer Product Safety Commission latest approved *Playground Safety Guide*.

- Playground Safety webpage – Department of Community Affairs
- Playground Safety Guide - Department of Community Affairs
- N.J.A.C. 5:23-11.4 - Playground inspections should be performed by a Certified Playground Safety Inspector.

80% Compliance: Interior

5. All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials which would hinder exiting. **(Self-explanatory)**

6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.

- The applicable code(s) do not address the mounting height for room fire evacuation diagrams. Common sense should be exercised, based on the grade levels and eye level of room occupants.
- Classrooms having more than 50 occupants need two exits. NJAC 5:70-4.11(d)
- If there are two exits to a corridor from a classroom, both are required to be marked and emergency evacuation procedures posted at each exit door. A door that leads directly outside to safety does not require an evacuation diagram. (A **floor plan** - diagram - exit procedure is recommended.)

7. Doors leading to interior courtyards are clearly marked: "Not an Exit". **(Self-explanatory)**

8. Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features which may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair. **(Self-explanatory)**

9. Stage curtains are flame proof or flame retardant and certificates are on file. I.B.C. 410.3.5

10. A communication system is installed in each classroom for emergency communication to the main office and/or local authorities.

- A communication system shall be installed in each classroom to allow for emergency communication to local authorities. Such a communication system may be in the form of a telephone system capable of placing 9-1-1 calls. N.J.A.C. 6A:26-8.1 (i) (6)

11. Electric outlets and/or wiring appear appropriate, including:

- GFI (ground fault circuit interrupter) protection for receptacle(s) is/are required if installed within 6 feet of water in accordance with code. Consult municipal code officials for approvals.
- Electrical extension cords and surge protectors used appropriately, and only temporarily**.**
- They are not used in place of permanent wiring and are not spliced.
- They are not run through holes in walls, ceilings, floors, doorways, windows or similar openings.
- They are not concealed behind walls, ceilings or floors.
- Does not present a tripping hazard.
- Multi-taps (octopus, t-tap, etc.) are not used.
- Extension cords are **not plugged into each other or into surge protectors** (daisy-chained or piggyback).
- Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. N.J.A.C. 6A:26-6.3(f)

12. A health unit (nurse's area) is provided according to code; secure storage (locked) is provided for medical records and medications including refrigerated medications.

- A health unit shall be provided and shall include a nurse's work space, a waiting area, an examination area, and a rest area with privacy, drinking water and toilet facilities sized and arranged so that persons with disabilities requiring assistance will also be able to receive such aid. N.J.A.C. 6A:26-6.3(9) N.J.A.C. 6A:26-12.3

13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas.

- Windowless classrooms and other occupied instructional spaces excluding gymnasiums, industrial shops, kitchens, and locker rooms, that do not have operable windows equal to at least four percent of the floor space shall be air conditioned. N.J.A.C. 6A:26-6.3(d)

14. Lighting levels in all areas, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. N.J.A.C. 6A:26-6.3(g)

- Instructional areas must have a minimum lighting intensity of 50 foot-candles. Note: Drafting, typing and sewing rooms require a 70-foot-candle minimum. Classrooms for individuals who have a visual impairment also require 70 foot-candles.
- Lens covers may be in the form of plastic lenses, sleeves over fluorescent tubes, egg-crate style

or other methods such as “Tough-skin” bulbs which are covered with a special plastic coating that prevents the glass from shattering. All lighting appliances should be secured in a glass globe and wire mesh cage or a similar approved device.

15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms.

- The elements of the Uniform Fire Code as well as health and safety violations not referenced elsewhere on the checklist, include:
  - Educational occupancies, shall be defined as defined in NFPA 1, *Fire Code*, as "an occupancy used for educational purposes through the twelfth grade by six or more persons for 4 or more hours per day or more than 12 hours per week" include preschools, elementary schools, high schools, and the like.
  - One area that educational occupancies must play close attention to is furnishings, decorations, and interior finish. Uniform Fire Code provides the following requirements with respect to these materials:
  - Draperies, curtains, and other similar loosely hanging furnishings and decorations must meet specific performance criteria from the NFPA 701: Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
  - Clothing and other personal supplies cannot be stored in the corridors unless the corridor is sprinklered, has a smoke detection system, or where the supplies are stored in metal lockers that do not interfere with the egress width. Clothing hung on hooks along corridor walls or on racks in school lobbies greatly increases the combustible load and will generally allow flame to spread quickly.
  - Artwork and teaching materials can be attached to the walls but **cannot exceed 10% of the wall area in a non-sprinklered building and cannot exceed 50% of the wall area if the building is fully sprinklered.** Because the combustibility of the artwork cannot be effectively controlled, the quantity, in terms of the percentage of wall area covered, is regulated to avoid creating a continuous combustible surface that will spread flame across the room. It may be advantageous not only to limit the quantity of artwork displayed but also to avoid placing such materials near a room's exit access doors.
  - Materials/decorations **shall not be hung from ceilings, light fixtures**, etc.
  - Stoves, microwaves, toasters, hotplates, coffeemakers, refrigerators, portable fans or any other unauthorized equipment or personal furniture in classrooms. The use of such equipment, **if warranted**:
    - should only be by Board or CSA approval, and
    - should be used in an appropriately safe manner. Uniform Fire Code
  - Ceiling fans are required to have metal guards and 8 feet clearance under N.J.A.C. 6A:26-6.3 (e) (5) unless installation was prior to August 1991 the effective date of the code. Code requires guards on all fans and other moving electrical devices. PEOSH requires such devices on anything placed eight (8) feet or lower.
  - Dangerous touch points in educational spaces should be covered such as hot pipes, radiators.

16. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges. (Self-explanatory)

17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. (Self-explanatory) NJAC 6A:26-6.3(6) NJAC 6A:8.1.d.1.i.(1)

18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped. (Self-explanatory)

19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping, and/or other hazards.

- Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering *N.J.A.C. 6A:26-d-1, i 5*

20. Supplies and materials are neatly and appropriately stored, including:

- Storage racks/shelving over 6 feet in height are properly secured from tipping
- There shall be no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is a minimum of 18 inches below sprinkler head deflectors. Uniform Fire Code
- Storage is organized to allow safe access through a space (storage area, preparatory area, classroom)

21. Student lockers are usable, i.e., doors, handles and locks are operable.

- Provision shall be made for storage of students' clothing in other than a corridor or exit way. 6A:26-8.1 (i)(7). *(Self-explanatory)*

22. Drinking fountains are provided with sufficient water pressure.

- Water flow and pressure must be adequate to prevent one from having to come in physical contact with the spout.
- Or access to a water cooler is available in lieu of fountains.
- Potable water shall be available and drinking fountains shall be provided for students in preschool and kindergarten programs in accordance with N.J.A.C. 6A:26-12.4 and N.J.A.C. 6A:26-8.1 d 1 v

23. Student toilet facilities are always accessible during occupancy of the building and bathroom fixtures are all operational; stall partitions are secured, and doors are provided.

- 29 CFR 1910.141(d)(2)(ii) to(iv) and NJAC 6A:26-6.3(h)6
- Lavatories are provided with hot and cold running water or tepid water, hand soap and towels/driers.
- Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more

than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. Toilet facilities shall be provided for students in preschool and kindergarten programs as per N.J.A.C. 6A:26-6.3 NJAC 6A:26-8.1 (iv).

24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen storage areas are stored separately. Non-food items shall not be stored on open shelving ABOVE food items. (Self-explanatory)

25. Non-instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs.

- Example: If locker or shower rooms are not used, they can be changed to storage rooms following the proper procedures. This is a Change-of-Use and therefore it requires a full submission to the Office of School Facilities Financing. An architect must be hired to develop the proper plans and specifications. If the district decides that there is no need for locker or shower rooms because of a change in the curriculum, then they can be changed. If it is decided to keep these rooms then they must be maintained for operations. Plumbing fixtures in locker rooms can be removed if approved by the County Superintendent if shower rooms are converted to storage.
- All holes in fire rated walls are repaired/replaced with fire rated material. This would include walls on the hallway side of a room, or next to a boiler room, or stairwell. Uniform Fire Code 703.1.

26. Furniture

- Furniture and equipment that is in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. NJAC 6A:26-8.1(vii)

80% Compliance: Vocational/Laboratories

27. Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.

- Check with the local Fire sub-code official regarding the venting of acid-rated cabinets for possible venting. Any such venting should be directed in a manner to avoid vented materials reentering occupied interior rooms/spaces. This also applies to combustible and flammable liquid cabinets. Ventilation Guidelines for Flammable and Chemical Storage Cabinets - Quick Tips #215 - Grainger Know How

28. Required space is available for the safe operation of machinery

- Recommendation: A minimum of 36 inches between machines.
- Safe operation zones, in between equipment: consideration should be given to clearly mark out "no encroachment" areas with warning tape or contrasting paint on the floor.

29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position. (Self-explanatory)

30. Floor(s) and aisles in all shops are free of slipping and tripping hazards. (Self-explanatory)

31. "Eye Hazard Area-Wear Your Eye Protection" signs are posted. (Self-explanatory)

32. The following additional safety measures are in place if welding operations are on-going:

- Welding curtains are provided and are painted with a finish of low reflectivity. (Self-explanatory)
- Personal protective equipment (goggles, aprons, etc.) for welding operations are provided. (Self-explanatory)

33. Pressurized gas cylinders are secured (chain and eye hooks connected to welding cart, wall, etc.) and valve protection caps are in place. Uniform Fire Code

34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.

- Fuel gas cylinders could include acetylene tanks and similar flammable/combustible/explosive gasses, **but not propane**.

Health and Safety Evaluation of School Buildings Facilities
Checklist Instructions & Guidance

Appendix A: Required Certificates; Postings and, etc. (print/upload copies for your schools)

District:

School Name: **Date:**

	Generally Required of All Districts	QSAC Verification	Checklist Sections - A&B
1	Current Fire Inspection Certificate	Copy or Postings	A 1
2	Fire Extinguisher Service (annual and monthly checks)	Observations	A 1
3	Certificate of Occupancy (CO)/Certificate of Continued Occupancy (CCO) (for off-site temporary facilities)	Copy or Postings	A 19
4	Current Health Inspection Report	Copy or Postings	A 2
5	Asbestos Management Plan per A.H.E.R.A. (current & approved)	Copy or Review	A 3
6	Annual Inspection by D.E.P. (i.e., Sewage Treatment Plant), if applicable	Copy or Review	A 4
7	Current Annual Boiler Inspection Certificate	Copy/Postings	A 5
8	Current Boiler Operator License ("Black Seal")	Copy or Postings	A 6
9	Current Water Inspection	Copy	A 7
10	Current Water Management License, if applicable	Copy	A 7
11	Fire and School Security Drills Records (One each per month per building)	Logs	A 8
12	Right-To-Know Implemented and Properly Posted in Building	Postings	A 9
13	PEOSHA Posters	Postings	A 9
14	DEP certification number (for fertilizer and insect controls)	Postings	A 9
15	Labor Department Posters	Postings	A 9
16	AED Automated External Defibrillator inspection report	Observations	A 10
17	Temporary Use/Dual Use/Change of Use, etc., approvals.	ECS Approval	A 18, 19
18	Playground Equipment: Evidence of Regular Inspections	Records Review	B 4
19	Evacuation Procedures and/or Signage Properly Posted in Building, including: “not an exit”; “utility room(s)”; “storage room(s)”; “smoke door must remain closed”; etc.	Postings	B 6
20	Drapery Fire Retardant Treatment Certificate	Observations	B 9
21	"Eye Hazard Area-Wear Your Eye Protection" Signage or equiv.	Observations	B 31
22	Certified Educational Facilities Manager (CEFM) certificate	Copy	As Applicable

	Required, if applicable, Depending on Circumstances	
1	Pool Manager’s Certification	A 2
2	Elevator/Chair Lift Inspection (if building has such equipment)	As Applicable
3	Emergency Generator Test/Load records	As Applicable
4	Alternate Method of Compliance (Toilet) (Pre-K and K classrooms w/o bathrooms)	A 18

***** Certificate/signage should be posted per law, in appropriate parts of the school building. Copies need to be kept in each school building and made available to State monitors.

Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance

Appendix B – General Pointers for Facility Monitoring

For your convenience, summarized below are areas of concern from past facility walkthroughs that you should consider, as applicable, in preparing for this aspect of your upcoming NJQSAC monitoring. Facility walkthroughs will be conducted using the "Annual Facilities Checklist: Health and Safety Evaluation of School Buildings but remember: ***The major emphasis is always for the health and safety of your students and staff, irrespective of a specific Statute or Code.***

1. **Regular Classrooms:**
   - **Key Concerns:** Adequate lighting (all lamps working and covered); proper desk spacing/no blockage; evacuation signage posted at appropriate height; evacuation is via most direct route to hallway (and not through adjacent rooms); floors covered with durable material, with no holes or other slipping and/or tripping hazards; proper chalkboard/whiteboard/digital display; emergency communication system to main office and local authorities; vision panel in doors; shelving over 6 feet properly anchored; nothing stored within 24 inches from ceilings (but within 18 inches from sprinkler head deflectors in spaces with sprinkler systems) of ceiling; ceiling tiles intact; no evidence of water leaks (i.e., water stains); occupancy appears within acceptable limits; unit ventilators are not blocked and are properly operating; no unauthorized and/or potentially hazardous materials/ equipment in the rooms (i.e., excessive decorations; materials hanging from light fixtures; hot stoves; microwaves; refrigerators; mobile fans; etc.).

2. **Preschool/Kindergarten Rooms:**
   - **Key Concerns:** Same as regular classrooms, but with age-appropriate bathrooms in each room or if not, a Board- and County Office-approved an alternate method of compliance Toilet Room Facilities Waiver to properly escort children to and from bathrooms that are within near proximity to these classroom(s).

3. **Auditoriums/Stages:**
   - **Key Concerns:** Evacuation (emergency lights) in place for occupancy over 50; stage; no clutter or storage creating a potential fire hazard; no blocked exits; curtains show evidence of fire retardation treatment and appropriate certificates on file; fire extinguishers in place; access to catwalk (if present) is controlled.

4. **Art Rooms:**
   - **Key Concerns:** Same as regular classrooms, but with sink facilities and drain traps, as available; for kilns: have readily accessible emergency shut-off, vented to outside, located at least 36 inches from all combustibles.

5. **Computer (P.C.) Technology Labs/Music Rooms and etc.:**
   - **Key Concerns:** Same as regular classrooms, but emphasis on wiring, particularly for tripping hazards or multi-linked surge protectors; environmental conditions (i.e., control heat build-up)

6. **Science Classrooms:**

   - **Key Concerns**: Same as regular classrooms, but emphasis on emergency gas shut-offs; proper storage and venting of chemicals and plans for their safe disposal; proper goggles and appropriate provisions for their sanitation; working eyewash (minimum 15 minutes continuous flow); working emergency cold-water shower in chemistry labs.

7. **Shops:**
   - **General Key Concerns for All Shops:** Same as regular classrooms, but with greater emphasis on room safety (i.e., spacing between equipment; guards on machines; slip-free stripping on the floors; moveable equipment properly secured; adequate emergency power shut-off; goggles and appropriate provision for their sanitization).
   - **Wood Shops:** Evidence of a dust collecting system.
   - **Auto Shops:** Adequacy of car lifts; exhaust systems; chemical disposal.

8. **Playgrounds:** Equipment appears safe (i.e., no evidence of rust; breakage; etc.); adequate ground surface; evidence of regular inspections.

9. **Nurses' Offices:**
   - **Key Concerns:** General adequacy of the room for its intended purpose (i.e., bathroom; sink; privacy as needed); adequacy of security over medications and students' records; availability of epi-pens for emergencies.

10. **Kitchens/Cafeterias:**
    - **Key Concerns:** General safety (i.e., fire extinguishers; fire suppression system over stove; adequate equipment spacing/evacuation routes); evidence of current health inspection visibly posted for public view; no chemicals stored with/above food; adequate emergency egress from walk-in freezers and/or refrigerators.

11. **Elevators/Chair Lifts (if present):**
    - **Key Concerns:** Evidence of regular inspections - at least annual; elevators: have working emergency communications systems.

12. **Electrical Rooms:**
    - **Key Concerns**: No clutter; no combustibles within 36 inches of electric systems or heat sources.

13. **Storage Closets:**
    - **General:** Shelving properly secured; no clutter; proper evacuation routes; no combustibles within 36 inches of fire or electric sources, etc., floor cleared to provide easy/safe access to rooms and shelves
    - **Custodian Closets:** Chemicals properly labeled; secured; are purchased by the district/not supplied by employees; proper chemical disposal plans. "Green" products are recommended.

14. **Boiler Rooms:**
    - **Key Concerns:** General safety of the room (i.e., easy emergency egress; no clutter; no combustibles within 36 inches of fire or electric sources, and etc.); current boiler inspection certificates and/or Black Seal certificates properly posted as required; up-to-date maintenance/service logbooks; no gasoline powered equipment stored.

15. General Key Concerns:

- Current fire inspection certificate properly posted.
- Right-To-Know notices properly posted and evidence of staff training.
- Current approved asbestos management plan, as required by AHERA, is available.
- Evidence of at least one fire drill and one security in each school building per month.
- Fire extinguishers available and evidence of monthly inspections by district staff and yearly, inspections recharging/servicing; clearance of 36 inches; storage cabinet glass/plastic panel in place and not cracked.
- Current County Office approvals for all temporary facilities/dual use rooms.
- Interior(s) appear clean/orderly; no evidence of leaks; ceiling and floor tiles in place; no tripping hazards.
- Bathrooms available and working properly; doors are not held open so as to eliminate privacy.
- Water fountains available; clean; and working properly with sufficient pressure.
- Stairs appear safe; doors at each level are smoke/fire-rated which are labeled and kept closed or have electronic hold-open devices tied to the fire alarm system.
- For newer buildings: Appear to provide for students/staff with disabilities.
- Grounds/play areas show no evidence of hazards (i.e., holes; drainage problems, etc.).
- Exterior shows no evidence of cracked sidewalks, building deterioration, or other hazards.
- Defibrillators are properly identified with appropriate signage, in working order and readily available in the building and on the school grounds for emergency use. There must be an emergency action plan responding to a sudden cardiac event including a team of properly trained building personnel (Janet's Law).
- Carbon monoxide (CO) detectors are placed in the vicinity of all fuel-burning appliances (i.e., boiler room; generators; kitchens, etc.).
- All entrances to the school are always properly secured from unauthorized entry.

16. Other Preparatory Steps:

- **Required Certificates:** Have copies, as applicable (i.e., fire; boiler; Black Seal; health inspections; fire drills; school security drills, etc.). No need to copy evacuation signage. (See **Appendix A** for listing)
- **Floor Plans**: Provide a copy for each building to be monitored.
- **Access to All Rooms:** Ensure that **all** rooms can be accessed during monitoring.
- **Facility Checklists:** Ensure that a completed **and signed** checklist is available at time of monitoring.

Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance

Appendix C - Required Temporary Facility Approvals

Application Form Name/Title	Intended Purpose(s)
● Application for Change-of-Use of Educational Space	Room changes (generally from non-instructional to instructional); may also require local building permits.
● Toilet Room Facilities for Early Intervention, Pre-Kindergarten, Kindergarten Classrooms	Alternative method of compliance to provide toilet facilities for such students in classrooms without toilets.
● Initial Application for Temporary Instructional Space	Any use of space, not initially or intended for school activities, including rental/leased facilities, trailers (TCUs), etc.
● Renewal Application for Temporary Instructional Space	Any use of space, not initially or intended for school activities, including rental/leased facilities, trailers (TCUs), etc.; renewals generally limited to three (3) years.
● Application for Dual Use of Educational Space	Generally, where two small group classes of similar nature are operating simultaneously within the same space.

Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance

Appendix D - Common Fire Code Violations in School Buildings

Uniform Fire Code

Category	#	Common Violations – "statements of need" vs. missing?	Code Ref *
Fire Alarm System	1	Evidence of annual fire alarm system inspection and test.	NJAC 5:70-901.6.2
	2	Fire alarm system not operable.	NJAC 5:70-907.8.2
	3	Basement inaccessible from ground level. Sprinkler and/or fire alarm system required.	NJAC 5:70-4.7(h)
Sprinkler/ Standpipe	4	Evidence of annual sprinkler system inspection and test.	NJAC 5:70-903.5
	5	Identify FDC with a white sign and red lettering stating "FDC"	NJAC 5:70-912.2.2
	6	Fire Department connection must be maintained without any obstructions.	NJAC 5:70-912.4.2
	7	Threads for F.D. connection and standpipe to be compatible/ compliant with the Fire Departments.	NJAC 5:70-903.3.6
Extinguishers	8	Fire extinguishers due for annual inspection.	NJAC 5:70-906.2
	9	Fire extinguishers not in proper location.	NJAC 5:70-906.2
	10	Insufficient quantity of extinguishers.	NJAC 5:70-906.1
Exit Doors	11	Repair/maintain egress doors, their components and corridor leading to same.	NJAC 5:70-1031.1
	12	Doors to be self-closing.	NJAC 5:70-3,703.2.2, 703.2.3
	13	Shall be operable from the inside without the use of key or other special effort.	NJAC 5:70-1010.1.9
	14	Repair/maintain fire escapes and similar components.	NJAC 5:70-1031.6
	15	Any doors that may be mistaken for an exit. Shall be properly identified as to its purpose.	NJAC 5:70-1031.8
	16	Exit sign not operable.	NJAC 5:70-1013.1
	17	Emergency lighting not operable.	NJAC 5:70-604.4
	18	Exit is required to have an approved internally illuminated exit sign.	NJAC 5:70-1013.1
	19	Emergency lighting required.	NJAC 5:70-1008.2
	20	Storage shall be removed from means of egress.	NJAC 5:70-1031.1.1
	21	Test and maintain a **monthly report** of all emergency lights and exit signs.	NJAC 5:70-604.6.1.1
Storage	22	Approved hazardous materials storage cabinet required.	NJAC 5:70-2306.1
	23	No storage within 18 inches of the sprinkler head; less than 24 inches of ceiling with no sprinklers.	NJAC 5:70-315.3.1
	24	Outside storage not more than 20 feet high and not less than 15 feet from any building.	NJAC 5:70-315.3; 315.4 and 315.4.2
Electrical	25	Power strips must not be "daisy-chained", piggyback	NJAC 5:70-605.4.2
	26	Remove all storage from within 36 inches of all electrical service systems.	NJAC 5:70,605.3

Health and Safety Evaluation of School Buildings Facilities
Checklist Instructions & Guidance

Category	#	Common Violations – "statements of need" vs. missing?	Code Ref *
	27	Replace multi-plug adapters and unfused plug/power strips with permanent outlets.	NJAC 5:70, 605.4
	28	Remove all extension cords used for permanent wiring.	NJAC 5:70, 605.5
	29	Open junction box, pull boxes, outlet boxes, etc. Cover with approved cover.	NJAC 5:70, 605.6
Heating System	30	Chimneys, vents and connecting pipes should be clean and in working order.	NJAC 5:70, 603.6
	31	No storage within 36 inches of heating equipment.	NJAC 5:70, 315.3
Cooking	32	Kitchen suppression system due for six-month inspection.	NJAC 5:70, 904.12
	33	Kitchen exhaust system needs cleaning.	NJAC 5:70, 609.3.3
Miscellaneous	34	Repair/replace all openings in fire-rated walls/ceilings.	NJAC 5:70,703.1
	35	Compressed gas cylinders must be chained and secured from falling.	NJAC 5:70, 5303.5.3
	36	Monthly fire drill log to be maintained by the district.	NJAC 5:70, 405.5
	37	The hanging of decorative material from a fire rated ceiling is prohibited.	NJAC 5:70, 807
	38	Truss roof marking required.	NJAC 5:70-2.21(a)
	39	Signage required identifying utility and storage rooms.	NJAC 5:70, 509.1.1
	40	Failure to notify the fire department of a fire.	NJAC 5:70, 401.3.3
	41	Electrical appliances and fixtures shall be tested and utilized according to UL Solutions criteria.	NJAC 5:70, 104.3

*** Code Reference:** Uniform Fire Code