

## Form 4b: Monthly Self-Assessment

School districts should appoint a responsible person to conduct this survey in each facility and building monthly, in accordance with the guidance found in the Model Fire and Safety Guidelines Document. Please be prepared to provide completed Monthly Self-Assessments to the fire code official upon request.

**YES** indicates compliance with the requirement. Items marked **NO** require a corrective action. **N/A** indicates that the requirement is not applicable to your facility. For example, not every school building contains a fire sprinkler system, so N/A would be appropriate for those assessment items. For questions about compliance with these assessment items, please reach out to your local fire code official or the SC Office of State Fire Marshal. This monthly assessment is not intended to include every item of fire code compliance.

Yes = Compliance    No = Corrective Action Needed    N/A = Not Applicable

**Self-Assessment Item:**

Month:

Year:

Continuous Requirements:

		Yes	No	N/A	Comments:
1.	Is the fire alarm system in normal working condition, with no troubles or supervisory signals displayed on the alarm panel?				
2.	Is the Emergency Responder Radio System in normal working condition, with no troubles displayed on the fire alarm or system panel?				
3.	Is the emergency power supply system generator in normal working condition with no troubles displayed on the diagnostic panel? When no diagnostic panel exists, has a weekly inspection of the fuel and fluid levels and general condition of the equipment been conducted and any issues addressed?				
4.	Is the kitchen hood canopy and filters free from excessive accumulations of grease?				
5.	Are fire-rated doors maintained closed unless held open by approved magnetic hold open devices?				

6.	Is artwork and teaching materials limited to not more than 20% of the wall area in corridors?				
7.	Is artwork and teaching materials limited to not more than 50% of the wall area in classrooms?				
8.	Are curtains, draperies, fabric hangings and other similar combustible decorative materials suspended from walls or ceilings flame retardant in accordance with NFPA 701 or 289 and not exceeding 10 percent of the specific wall or ceiling area to which they are attached?				
9.	Are classrooms and corridors maintained to be free of residential upholstered furniture, bailed vegetation, and excessive amounts of paper, Styrofoam, and similar materials?				
10.	Is the use of multi-plug extension cords, cube adaptors, and unfused power strips prohibited?				
11.	Are extension cords used as a substitute for permanent wiring prohibited?				
12.	Are extension cords plugged directly into a receptacle, grounded, maintained in a safe condition, and sized accordingly to the appliance that they serve?				

13.	Are electrical panels, switches and disconnects accessible?				
14.	Have all electrical hazards such as open wiring slices or missing outlet, switch, or junction box covers been repaired or replaced if identified?				
15.	Are all bottles, cartons, and packages of hazardous materials (cleaning products, laboratory chemicals) properly identified and stored?				
16.	Are Safety Data Sheets (SDS) readily available and does staff know how to access them?				
17.	Are all classroom and other egress doors readily openable from the egress side with a single operation, and without the use of a key, special knowledge, or effort?				
18.	Are all doors free of barricade/security devices that violate the provisions of the item above?				
19.	Are required exit accesses, exits, and exit discharges continuously maintained free from obstructions or impediments to full and instant use in the case of fire or other emergency?				

20.	Is storage of items maintained to be 24" below the ceiling in unsprinklered buildings and 18" below the horizontal plane of the deflector plate of the fire sprinkler in sprinklered buildings? This requirement does not apply to storage of items against and within 30 inches of the wall.				
<b>Monthly Requirements:</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments:</b>
21.	Are all fire sprinkler system valves observed to be in the open position?				
22.	Do all gauges of the fire sprinkler system show an adequate pressure?				
23.	Are all of the fire alarm conduits and boxes associated with the sprinkler system secure and intact?				
24.	Are FDC's accessible, marked with a sign, and provided with caps?				
25.	Has all battery-operated emergency lighting been subject to an activation test at least once monthly?				
26.	Has the emergency power supply system transfer switch been operated and the generator been tested under load for at least 30 minutes at least monthly? (Records of tests shall be maintained on site)				

27.	Are all portable fire extinguishers subject to monthly inspections to verify that they are installed, accessible, and "in the green" ready for use?				
Every Sixth Month Requirements:		Yes	No	N/A	Comments:
28.	Has the Kitchen Hood Suppression System been subject to inspection, testing, and maintenance by a SC Licensed Fire Equipment company within the past 6 months? (Documentation must be maintained on site)				
Annual Requirements:		Yes	No	N/A	Comments:
29.	Has the fire sprinkler system been subject to inspection, test, and maintenance by a SC Licensed Fire Sprinkler Contractor within the past 12 months? (Documentation must be maintained on site)				
30.	Has the fire alarm system been subject to inspection, test, and maintenance by a SC Licensed Fire Alarm Company within the past 12 months? (Documentation must be maintained on site)				
31.	Has the hood canopy, filters, ducts, and exhaust fan assembly been inspected and/or cleaned in accordance with the ANSI/IFCA C 10 Standard within the past 12 months? (Documentation must be maintained on site)				

32.	Have all fire rated assemblies, including all accessible above ceiling spaces, been inspected and all penetrations and openings maintained to provide the required fire rating and prevent the passage of smoke and fire within the past year? (A record of inspection must be maintained on site)				
33.	Have all fire rated doors and shutters been inspected and maintained in accordance with NFPA 80 within the past 12 months? (A record of inspection must be maintained on site)				
34.	Has all battery-operated emergency lighting equipment been subject to an annual 90-minute duration test?				
35.	Has the emergency power supply system generator been subject of inspection, testing and maintenance in accordance with NFPA 110 by a qualified person in at least the last 12 months? (Documentation must be maintained on site)				
36.	Are smoke and heat vents subject to a visual inspection annually, to verify that moving parts are free of obstructions that could prevent operation and fusible links are free of paint and damage?				

37.	Has the emergency responder radio system been subject to inspection, test, and maintenance by a qualified person within the past 12 months? (Documentation must be maintained on site)				
Every Fourth Year Requirements:		Yes	No	N/A	Comments:
38.	Have all fire and smoke dampers been subject to inspection and test in accordance with Chapter 19 of NFPA 80 at least at the following intervals? 1 year after initial acceptance tests and at least every 4 years after that. (Records of inspection and test must be maintained on site)				
Every Fifth Year Requirements:		Yes	No	N/A	Comments:
39.	Are smoke and heat vents subject to testing in accordance with the manufacturer's instructions and NFPA 204 within the past 5 years? (Documentation must be maintained on site.)				
Name of person completing this form:					Date of Completion: