



KEEP OUR BUILDINGS SAFE 2010

PLEASE FOLLOW THESE GUIDELINES
TO REDUCE CODE VIOLATIONS IN YOUR BUILDING
AND TO KEEP STUDENTS, STAFF, AND VISITORS
SAFE.

FIRE & EARTHQUAKE DRILLS

- Maintain current fire and earthquake drill documentation in the red "Fire & Life Safety" book located in the office.
- K-8 schools with two or more floors must perform fire drills weekly through September.

CLASSROOMS & CORRIDORS

- **Classroom seating**
 - Arrange aisles to allow 30 inches for exit pathways.
- **Classroom doors**
 - Close doors when classrooms are not occupied.
 - Classroom doors may be propped open when occupied to allow for improved ventilation by two means: electro-magnetic holder tied to the fire alarm system or by a one gallon container filled with sand. Wood wedges, bricks and concrete blocks are not acceptable.
 - Displays on doors exceeding 10% of the door area are not acceptable.
- **Restroom doors**
 - Corridor doors must be closed at all times. Exception: If doors are equipped with electro-magnetic holder tied to the fire alarm system.
- **Recycling**
 - One 15-gallon combustible recycling container per classroom located at the teacher's desk is acceptable. Empty contents regularly.
- **Displays and artwork**
 - Displays constructed of combustible material (i.e. paper or fabric) must not exceed 20% of the wall surface.
 - Construct displays of flame retardant material or treat displays with approved fire retardant, which is available through the warehouse.
 - Maintain proof that displays are flame retardant.
 - Label roll paper dispenser "FIRE RETARDANT".
 - Save packaging labels.
 - For applied fire retardant treatment, provide a test sample of display material that is 1" wide x 12" long with the date applied, name of applicator, and labeled "FIRE RETARDANT TEST SAMPLE".
- **Displays in ceiling area**
 - Do not use light fixtures or fire sprinklers to support displays.
 - Do not support from ceiling tile or ceiling grid system.
 - Two (2) wires per classroom are allowed for displays. The wires must be a minimum 84" from the floor when fully loaded.
- **Electrical**
 - Use of outlet adaptor that increases outlet capacity are prohibited.
 - Use of extension cords to provide a means of *permanent* power are prohibited.
 - Use of extension cords as a means of providing *temporary* power to a device is acceptable. Temporary is defined as 15 – 20 minutes. Device is defined as a portable piece of equipment such as overhead or data projector.
 - Holiday lights are prohibited.
 - Plug strips purchased through the warehouse are acceptable means of providing, extending or increasing outlet capacity. However, plug strips are not rated for appliances such as refrigerators and microwave ovens, which can only be plugged directly into the wall outlet.

- Electrical panels must have 36" of unobstructed and free-and-clear area directly in front of the panel.

CORRIDORS & STAIRWELLS

- Do not place combustible displays in stairwells.
- Maintain corridors and stairwells free-and-clear of objects that could obstruct emergency exiting.
- Cross-corridor displays and banners are not allowed.

STOREROOMS

- Maintain 24-inch aisles throughout storeroom.
- Maintain 24-inch clearance between storage & ceiling.
- Maintain 24-inch clear pathway to fire fighting equipment such as fire extinguishers and fire sprinkler valves and fire alarm panels.
- Stored items on the top shelf may not exceed 18-inch in height.
- Maintain at least 18-inch clearance directly below sprinklers.

BOILER ROOMS

- Boiler rooms are to be maintained in a clean orderly fashion.
- Boiler rooms are not to be used as storerooms.
- Combustible materials such as paper & cardboard are prohibited.
- Flammable liquids must be stored in flammable liquid cabinets with doors closed & latched at all times.
- Nothing may be placed within 36 inches of electrical panels or equipment disconnects.
- Grease / oil laden rags used for cleaning oil filters must be placed in an approved metal type 1 flammable material disposal container. Containers are red with self-closing lid. Call Herb Wagner 4277 for disposal.

ELECTRICAL DISTRIBUTION, MDF & HDF ROOMS

- Storage is not allowed in MDF & HDF rooms.
- Nothing may be placed within 36 inches of electrical panels or equipment disconnects.

ELECTRICAL SUB DISTRIBUTION PANELS (Located in custodial closets, storerooms & corridors)

- Nothing may be placed within 36 inches of electrical sub distribution panels.
- Panels located in corridors and stairwells should be closed & locked at all times.
- Maintain 24-inch clear pathway to fire fighting equipment such as fire extinguishers and fire sprinkler valves.

MECHANICAL ROOMS & FAN ROOMS

- Storage is not allowed in mechanical rooms, fan rooms, plenums or elevator equipment rooms.
- Nothing may be placed within 36 inches of equipment disconnects.
- Maintain 24-inch clear pathway to fire fighting equipment such as fire extinguishers and fire sprinkler valves.

MISCELLANEOUS

- Fire extinguishers, fire hose cabinets and fire alarm pull stations are to remain unobstructed, with access free and clear at all times.

Contact Facilities and Assets Management at 503-916-2000, extension 74610, for more information or help.