

BUILDINGS AND GROUNDS INSPECTIONS

Background

It is imperative that District facilities and equipment are maintained in a safe condition.

Procedures

1. Inspection for Fire Prevention

1.1 Stairways

- 1.1.1 The chief risk in school fires comes from the inhalation of heated and toxic gases which, formed by combustion, expand and rise rapidly through vertical stairways, ducts, etc. Where possible, metal doors with wired glass are to be provided to cut off stairways from the corridors. It is unlawful to block open any stairway enclosure door which leads to or from a floor of the building, and which by law is required to be self-closing.

1.2 Fire Escapes and Exits

- 1.2.1 No person will at any time place an encumbrance of any kind around, before, or upon any fire escape, balcony, or ladder intended as a means of escape from fire.
- 1.2.2 It will be the duty of the caretaker in charge of the school to see that:
 - 1.2.2.1 No obstruction exists in halls, on stairs, or in vestibule exits and entrances.
 - 1.2.2.2 No snow or ice is permitted to remain on steps and landings of the escapes and exits.
 - 1.2.2.3 No exit door will be locked, bolted, or otherwise fastened so that the door cannot be opened from the inside by the use of the ordinary door latch or knob, or by pressure on the door or on a panic release device.

1.3 Electrical Equipment (General)

- 1.3.1 It is the duty of the inspector of the City Electrical Department to approve all electrical installations.
- 1.3.2 The Fire Department inspector will, however, report on any wiring hazards that may be observed, and the District will be duly advised.
 - 1.3.2.1 Pads of suitable material will be provided under hot plates, electric irons and other portable heating devices.
 - 1.3.2.2 The use of lamp cord for extensions of electric lights is prohibited and other extensions will be kept to a minimum.
 - 1.3.2.3 Exit lights to be lighted continuously while school building is occupied.

1.4 Gas Hazards

1.4.1 Gas Appliances

- 1.4.1.1 The caretaker of the school and instructors using gas appliances will keep a constant check on their equipment, and will report to their principal immediately when any defects are observed.
- 1.4.1.2 The Fire Department inspector will check all gas burning equipment from time to time during periodic visits and, in the event of defects being observed, notification will be made to the Service Desk.

1.4.2 Compressed Gas

- 1.4.2.1 The use and storage of compressed gases (i.e. helium, acetylene, oxygen, etc.) within school buildings shall be in compliance with the *Occupational Health and Safety Act* and the National Fire Code of Canada.
- 1.4.2.2 All compressed gases in cylinders must be:
 - 1.4.2.2.1 Stored in an approved cylinder,
 - 1.4.2.2.2 Clearly identified as to their contents,
 - 1.4.2.2.3 Equipped with valve protection caps,
 - 1.4.2.2.4 Secured to prevent dislodgement,
 - 1.4.2.2.5 Operated by trained personnel,
 - 1.4.2.2.6 Stored in proper storage room designed for the particular type of gas,
 - 1.4.2.2.7 Transported within school building(s) in a secure manner.

1.5 Mechanical Rooms

- 1.5.1 Furnace and boiler rooms are a source from which fires may originate. It will be the duty of all school caretakers to keep the boiler rooms free from all flammable and foreign materials.
- 1.5.2 All walls and ceilings surrounding boiler rooms will be kept in a good state of repair to prevent spread of fires.
- 1.5.3 The Fire Department inspector will, from time to time, inspect the heating plants and report on any installations considered unsafe.
- 1.5.4 Doors of approved construction will be provided at the entrances to boiler rooms. These doors are to be kept closed at all times.

1.6 Ventilation

- 1.6.1 It is strictly forbidden to store any materials whatsoever in the fan rooms and ventilation chambers.

1.7 Good Housekeeping

- 1.7.1 The importance of good housekeeping within the school building cannot be over-emphasized. No materials of a flammable nature, not in use, will be allowed to accumulate. Waste paper, empty cartons, boxes, shavings, etc., will be removed from the building at the close of each day. Caretakers will store their cleaning supplies in a safe place where the risk from fire is minimal. All oily rags, etc., will be placed within the metal containers provided. Replacements of such containers will be of the self-closing type. All waste is to be placed in outside waste containers daily.

1.8 Fire Extinguishers

- 1.8.1 There will be provided for each school approved fire extinguishers of suitable types and in sufficient number.
- 1.8.2 All fire extinguishers will be of a type listed by a recognized testing laboratory and bearing the inspection label of the laboratory.
- 1.8.3 Fire extinguishers shall be checked by the caretaker at intervals of not more than four months. Any discharged extinguisher will be reported to the Service Desk.
- 1.8.4 All fire extinguishers will be serviced at least once each year. The fire inspector will make periodic inspections to see that this is done and that all fire fighting equipment is in good order and ready for use.
- 1.8.5 The fire inspector will instruct caretakers, as necessary, in the proper use of all fire fighting equipment in the school. It is highly desirable that all members of the teaching and office staffs in the school know how to operate the fire extinguishers in the school.
- 1.8.6 Buildings that are equipped with standpipes will have properly connected hose available on each floor. The hose will be long enough to reach from the standpipe into every room on the floor. It will be checked annually by the fire inspector who will see that any defects are reported to the Service Desk.

1.9 Fire Alarms

- 1.9.1 In case of defect, the caretaker will notify the Service Desk, and also advise the principal regarding the nature of the defective equipment.
- 1.9.2 Fire bells and sirens will be of such number and capacity to ensure audibility within every room of the building.
- 1.9.3 It will be the duty of the principal and caretaker of the school to acquaint themselves with the proper manner of reporting a fire over the city system.

1.10 Decorative Material

- 1.10.1 All decorative materials used in the schools must be flame-proofed or of flame-proof materials according to the standards of the Fire Prevention Bureau. "Decorative material" will include all such materials as curtains, draperies, streamers, surface coverings applied over the building interior finish for decorative, acoustical or other effect, and also cloth, cotton batting, straw, vines, leaves, trees and moss used for decorative effect. Treatments used to

accomplish flame-proofing will be renewed as often as may be necessary to maintain the flame-proof effect. Principals and teachers are specifically warned that only artificial trees may be used as Christmas trees, and that streamers and other free-hanging decorations or decorative constructions must be made of flame-proof materials. Stage hangings and stage sets must all be flame-proofed.

1.11 Reporting Fires

1.11.1 Immediately after occurrence, the principal will report to the Service Desk, in writing, every fire regardless of its size.

1.11.2 A copy is directed to the Fire Prevention Bureau by the principal.

1.12 Flammable Liquids

1.12.1 No Class #1 liquid, e.g. gasoline, alcohol, etc. will be kept or stored in any school except for demonstration, mechanical, or medical purposes.

1.12.2 Any quantity of gasoline in a school must be under permit from the Fire Prevention Bureau and must be stored in an automatic self-closing container.

1.13 Posting of Administrative Procedure

1.13.1 A copy of this Administrative Procedure will be posted conspicuously in each caretaker's room in the school. Another copy will be readily available in the principal's office.

1.13.2 Procedures for Inspection Report

1.13.2.1 Inspection will be made in company with principal or caretaker.

1.13.2.2 The inspection report will be signed by either the principal or caretaker.

1.13.2.3 One copy of the fire inspection report will be left with the principal.

1.13.2.4 The principal will return report to the Service Desk when corrections are completed.

1.13.2.5 A summarized report will also be forwarded to the Service Desk.

Approval Date: July 21, 2020

Reference: *Education Act*, SA 2012, c E-0.3
Occupational Health and Safety Act, SA 2017, c O-2.1
Government of Canada: National Fire Code of Canada