

Optional Information

Name of School:

Date of Inspection:

Vocational Program/Course/Room:

Signature of Inspector:

Means of Exit/Escape/Egress Self Inspection Checklist

Guidelines: This checklist covers some of the regulations issued by the New Jersey Department of Community Affairs under the Uniform Fire Code (N.J.A.C. 5:70), the New Jersey Department of Education. (N.J.A.C. 6A:26-6.2), and the U.S. Department of Labor, Occupational Health and Safety Administration (OSHA) general industry standards 29 CFR 1910.36 and 1910.37. The Uniform Fire Code has adopted the model code of the Building Officials and Code Administrators International, Inc. known as the "BOCA National Fire Prevention Code/1996" by reference. The local fire official should be consulted for clarification regarding interpretation of these regulations.

This checklist applies to all classrooms. Some regulations may not be the individual classroom teacher's responsibility. Regulations that are most likely not the teacher's responsibility are indicated by an asterisk (*) next to the number of each question. Any question marked with the symbol (⊗) indicates a history of previous violations in vocational schools.

General		<u>Please Circle</u>
1.*	Has an exit plan been developed that includes the occupant load, seating diagram and location of exits and aisles leading to the exits? [N.J.A.C. 5:70-3.2{BOCA F-702.2}]	Y N N/A DK
2.*	Is a copy of the exit plan available for examination in the building? [N.J.A.C. 5:70-3.2{BOCA F-601.5}]	Y N N/A DK
3.*	Has a copy of the exit plan been submitted to the local fire official? [N.J.A.C. 5:70-3.2{BOCA F-601.5}]	Y N N/A DK
4.	Do classrooms having an occupant load greater than 50 have at least two exit doorways? [N.J.A.C. 5:70-4.11(d)]	Y N N/A DK

Note: Classrooms having a maximum occupant load of 75 in buildings equipped throughout with an automatic fire suppression system are a permitted exception.

5. Does every building or area have at least two exits if one of the exits could be blocked due to a fire or smoke or other emergency? [29 CFR 1910.36(b)] Y N N/A DK

Note: Sufficient number of exits must be provided such that all individuals must be able to evacuate safely during an emergency.

6. Is all exit door hardware functional and operational? [N.J.A.C. 5:70-3.2{BOCA F-603.1} and 29 CFR 1910.37(a)(4)] Y N N/A DK

7. Do exits discharge directly onto a street, yard, court or other open space that gives safe access to the outside? [29 CFR 1910.36(c)(1)] Y N N/A DK

8. Are exit routes and exit discharge areas large enough to accommodate all building occupants likely to use the exit route? [29 CFR 1910.36(c)(2) and (f)] Y N N/A DK

9. Are all fire and smoke doors for furnace rooms, hallways, or stair-towers kept closed during the time the building is occupied by teachers and pupils? [N.J.A.C. 5:70-3.2{F-703.6}] Y N N/A DK

Note: Fire and smoke doors may be automatic-closing upon the activation of the building fire alarm system, upon detection of smoke, or upon the loss of power to an approved hold-open device.

- 10.* Do exit doors swing into the corridor and have a safety vision panel of 1/4 inch glazing of at least 100 square inches, except for instructional spaces under 300 gross square feet? [N.J.A.C. 6A:26-6.2(c)(4)] Y N N/A DK

Note: 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.

- 11.⊗ Are exit and classroom doors maintained so as to provide free and unobstructed exit during school hours? [29 CFR 1910.36(d), 1910.37(b)(4) and N.J.A.C. 5:70-3.2{BOCA F-608.1 and F-703.5}] Y N N/A DK

Note: Doors must be unlocked such that the door can be opened

from the inside at all times without keys, tools, or special knowledge. No locks, chains or fastenings to prevent free escape from the inside are permitted. An exit route door may be locked from the inside only in mental, penal or correctional facilities and then only if supervisory personnel are continuously on duty and the employer has a plan to remove occupants from the facility during an emergency.

- 12.⊕ Is every exit route continuously maintained free of all obstructions? [29 CFR 1910.36(g)(4),1910.37(a)(3) and N.J.A.C. 5:70-3.2{BOCA F-605.1}] Y N N/A DK

Note: Nothing must be placed within or upon any element of a means of egress which reduces its width to less than that required by the Uniform Construction Code. Examples of items that were blocking exits that were considered violations include: boxes of light tubes, empty boxes, a cart, metal fence posts, lawnmowers, steel racks, wood, tools, scales, ball racks, soccer balls, stored equipment and machines on the floor. Other examples include tripping hazards such as electric cords, tools, lumber and hoses.

- 13.⊕ Are all exit routes clear and unobstructed to the exit doors, 36" under 50 occupants and 44" minimum over 50 occupants? [N.J.A.C. 5:70-3.2{BOCA F-607.3}] Y N N/A DK

Note: The OSHA regulations under 29 CFR 1910.36(g)(2) require a minimum width of 28 inches for all exit paths. This was a common violation cited by PEOSH. Examples of violations included a stack of wood restricting the exit to 14 inches, only 17 inches between the desk and the wall, and only 14 inches between desks.

14. Are exit aisles not obstructed by chairs, tables or other objects? [N.J.A.C. 5:70-3.2{BOCA F-605.2} and 29 CFR 1910.36(g)(3) and 1910.37(a)(3)] Y N N/A DK

15. Are exits through bathrooms, or other rooms subject to locking prohibited? [29 CFR 1910.37(a)(3) and N.J.A.C. 5:70-4.11(a)5] Y N N/A DK

16. Are doors, shutters, and windows always operable? [NFPA 80 (5.1.2.1)] Y N N/A DK

- 17.⊕ Are exit routes so designed and maintained to provide adequate head room, but in no case is the ceiling height to be less than 7-1/2 feet nor any projection from the ceiling less than 6 feet, 8 inches from the floor? [29 CFR 1910.36(g)(1)] Y N N/A DK

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| 18. | Are all flammable or combustible materials stored in exit routes removed? [N.J.A.C. 5:70-3.2{BOCA F-606.1.1} and 19 CFR 1910.37(a)(1)] | Y N N/A DK |
| 19.* | Are all exit routes equipped with artificial lighting? [N.J.A.C. 5:70-4.11(i)3] | Y N N/A DK |
| 20.* | Are exit routes adequately lighted so that a person with normal vision can see along the exit route? [29 CFR 1910.37(b)(1)] | Y N N/A DK |
| 21.* | Is the artificial lighting for exit routes connected to an emergency electrical system capable of lasting at least one hour in the case of primary power loss? [N.J.A.C. 5:70-4.11(j)] | Y N N/A DK |
| 22. | Are exit routes maintained and operational during construction, repairs or alterations if the building is occupied? [29 CFR 1910.37(c)] | Y N N/A DK |

Exit Markings and Visibility

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| 23.* | Are room occupancy loads posted by the main exit door from the classroom? [N.J.A.C. 5:70-3.2{BOCA F-601.7}] | Y N N/A DK |
| 24. | Is every exit clearly visible and the route to it clearly indicated so everyone readily knows the direction of escape from any point? [29 CFR 1910.37(b)(3), 1910.37(b)(4) and N.J.A.C. 5:70- 3.2{BOCA F-605.2}] | Y N N/A DK |

Note: Draperies or similar decorative hangings shall not obstruct the view of, nor access through, any exit route or exit door. Mirrors shall not be placed in any manner which may confuse the direction of exit. Exit doors shall not be decorated in any way that would obscure or confuse the purpose of the door.

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| 25.⊗ | Are exit routes marked by readily visible signs and arrows when the way to reach an exit or exit discharge is not immediately visible to all individuals? [29 CFR 1910.37(b)(4) and (5) and N.J.A.C. 5:70-3.2{BOCA F-610.2}] | Y N N/A DK |
| 26. | In classrooms required to have at least two exit doorways, are exits clearly indicated with internally illuminated or self-luminous signs reading "EXIT"? [N.J.A.C. 5:70-4.11(k)] | Y N N/A DK |

Note: OSHA regulations [29 CFR 1910.37(b)(1) and (7)] requires the word "EXIT" in plainly legible letters not less than 6 inches high above every exit.

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| 27. | Where exit signs are required, do exit signs have red or green letters at least 6 inches high? [N.J.A.C. 5:70-4.11(k)] | Y N N/A DK |
| 28. | Where exit signs are required, are exit signs illuminated at all times when the building is occupied (except for self-luminous signs)? [N.J.A.C. 5:70-4.11(k) and 29 CFR 1910.37(b)(6)] | Y N N/A DK |
| 29.* | Where exit signs are required, are exit signs connected to an emergency electrical system to provide at least 1 hour of light in the event of a primary power failure (except approved self-luminous signs)? [N.J.A.C. 5:70-4.11(k)] | Y N N/A DK |
| 30. | Is exit lighting in proper working order at all times? [29 CFR 1910.37(a)(4)] | Y N N/A DK |
| 31. | Are exit signs distinctive in color and easily distinguished from decorations, interior finish and other signs? [29 CFR 1910.37(b)(3) and N.J.A.C. 5:70-3.2{BOCA F-610.5}] | Y N N/A DK |

Note: Decorations, furnishings or equipment which impair the visibility of exit signs shall not be permitted nor shall there be any brightly illuminated sign, display or object in or near the line of vision to the required exit sign of such a character as to so detract attention from the exit sign that it may not be noticed.

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| 32.⊕ | Are doors, passageways or stairways that are neither exits nor a way to an exit and which can be mistaken for an exit marked with a sign reading "Not An Exit" or similar designation? [29 CFR 1910.37(b)(5) and N.J.A.C. 5:70-3.2{BOCA F-610.4}] | Y N N/A DK |
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Note: Other appropriate markings would be "To Basement"; "To Storeroom"; "To Linen Closet", etc.

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| 33. | Are fire door assemblies visually inspected [at least annually] from both sides to assess the overall condition of door assembly? [NFPA 80 (5.2.3.7. and 5.2.4)] | Y N N/A DK |
| 34. | Are all exit signs maintained in a clean and legible condition? [N.J.A.C. 5:70-3.2{BOCA F-610.2}] | Y N N/A DK |
| 35. | If a dead-end corridor distance exceeds 75 ft (23 m), has a separate analysis been made to evaluate potential flashover of any spaces potentially blocking egress from the dead-end corridor as well as to determine the potential rate of smoke filling the egress system involved? [NFPA 101A (9.5.10.2)] <i>Note:</i> This analysis ensures time for egress is less than time required for the flashover smoke to fill the space. | Y N N/A DK |

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Notes and regulations for hinges, spring hinges, continuous hinges, and pivots:

- Doors up to 60 in. (1.52 m) in height shall be provided with two hinges and an additional hinge for each additional 30 in. (0.76 m) of door height or fraction thereof.
 - The distance between hinges shall be permitted to exceed 30 in. (0.76 m).
 - Where spring hinges are used, at least two shall be provided.
 - All hinges or pivots, except spring hinges, shall be of the ball bearing type.
 - Hinges or pivots employing other antifriction bearing surfaces shall be permitted if they meet the requirements of ANSI/BHMA A156.1, *Standard for Butts and Hinges*.
 - Spring hinges shall be labeled and shall meet the requirements of ANSI/BHMA A156.17, *Standard for Self Closing Hinges & Pivots*, Grade 1.
 - Hinges 4 1/2 in. (114 mm) high and 0.180 in. (4.57 mm) thick shall be permitted for use on wide and heavy doors or doors that are subjected to heavy use or unusual stress.
 - The length of continuous hinges shall be within 1 in. (25 mm) of the height of the door leaves.
 - Continuous hinges shall be labeled and shall meet the requirements of ANSI/BHMA A156.26, *American National Standard for Continuous Hinges*.
 - Hinges shall be secured in accordance with the listing and the manufacturer's installation instructions.
 - Mortise hinges shall be secured to reinforcements in the doors with steel machine screws.
 - Mortise hinges shall be secured to wood and plastic-covered composite doors or wood core doors with No. 12 × 1 1/4 in. (31.75 mm) flat, threaded-to-the-head, steel wood screws. Pilot holes shall be drilled that are 5/32 in. (4 mm) in diameter.
 - Surface hinges shall be attached with steel through-bolts and shall be secured to frames with steel screws.
- [NFPA 80 6.4.3.1]