

## Appendix F

### Additional Fire, Electric, Health and Safety-Related Checklists for Potential Use in New Jersey (NJ) Schools

#### Fire Sprinkler System Hazard Evaluation Checklist

The Fire Sprinkler System Hazard Evaluation Checklist can be used by schools as a tool during fire sprinkler system inspections. This form can be used to identify and evaluate changes made to the building, processes, or system design, and to keep this information up to date. This page summarizes its contents, and the next page describes how to access it.

Section 1 identifies sprinklers and any areas where potential hazards are present. The information asked for includes the area of the property being inspected, the types of sprinkler systems in this area and their design, any hazard protection, and also any improvements needed to address hazards. This page can be printed as needed to ensure areas being inspected are listed.

Section 2 asks a series of Yes/No questions regarding the sprinkler system for each area identified in Section 1. The questions include: are sprinklers the correct type for their application; are miscellaneous and dedicated storage areas properly identified and managed; are idle pallet storage areas properly protected; and, are sprinklers spaced appropriately for the hazard and type of sprinkler? This section also has space for any “no” responses to be addressed with additional comments/notes.

Section 3 evaluates areas without sprinklers. This section lists the areas that do not have sprinkler protection and asks why there is no protection and what code/or standard this omission is under.

Section 4 evaluates the water supply to the sprinklers. This section has space to discuss investigations made due to reductions in residual pressure and also space to explain why the water supply is acceptable or if not acceptable what is being proposed to improve the waters supply.

Section 5 is where the inspector/evaluator fills out their information and certification information, if applicable. It asks for their name, company name and company address. This section also has Yes/No questions about the hazard evaluation and if any improvements are needed. The evaluator then signs and dates the form and lists their certification number, if applicable.

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### **Safe Schools: A Health and Safety Check**

New Jersey Safe Schools Program/New Jersey Department of Education

National Fire Protection Association  
1 Batterymarch Park Quincy, MA 02169-7471  
(617) 770-3000 (800) 344-3555 for orders  
FAX: (617) 770-0700  
<http://www.nfpa.org>

How to access the Fire Sprinkler System Hazard Evaluation Checklist:

#### Free Account

If you do not have a paid subscription, please go to <http://www.nfpa.org> and create an account. If you create a free account, then you can read the information on the website but not download it.

- Click on sign-in: either sign in with your account or create a free account.
- Once you sign in, click “Codes and Standards.”
- Click “List of NFPA codes & standards.”
- Click “NFPA 25.”
- Click “View the document online (read only) View the 2011 edition online.”
- Click “I agree.”
- Click “Open NFPA 25: Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.”
- Click “TOC” (Table of Contents).
- Click “Annex F, Hazard Evaluation Form” then click the next page. This will allow you to read the hazard evaluation form online.

#### Paid Subscription

If you have a paid membership--whether individual or institutional--with NFPA, then the forms can be downloaded for free from <http://codesonline.nfpa.org>.

- Once you sign in with your log-in and password, click “Codes and Standards.”
- Scroll down to NFPA 25, click “View Online.”
- Scroll down and click “Annex F Hazard Evaluation Form.”
- You can print each page of the form from here.

Applicable checklists on fire safety in the NJ Safe Schools Manual:

- #7 General Fire Requirements (pages 23-28)
- #16 Portable Fire Extinguishers (pages 85-92.2)
- #37 Fire Protection for Cooking Areas (pages 223-226)
- #70 Fire Protection and Prevention for Construction (pages 453-456)

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