

Concordia Parish School System

MONTHLY FIRE INSPECTION CHECKLIST

- _____ Quick check and initial all fire extinguishers. Notify Supervisor of Maintenance of discharged.
- _____ Remove all trash and useless combustible storage from the air handling closets.
- _____ Check electrical wall outlets and light switches. Install covers if needed.
- _____ Replace missing exit sign lights.
- _____ Clear all exit doors and stairways of obstructions.
- _____ Auditorium stages should be neatly arranged and free of combustible clutter.
- _____ Remove all combustible or flammable items from heaters.
- _____ All combustible liquids are stored in approved ventilated containment areas.
- _____ No locks or chains are hanging on exit doors while those buildings are being occupied.
- _____ Remove any trash from roofs if needed.
- _____ Clean or change all window unit filters monthly.
- _____ Clean filters in air handling units every two months.

Signature of Head Custodian: _____

MONTHLY FIRE DRILL REPORT

School Name: _____

Date: _____

Total Time to Evacuate: _____ Time Drill Began: _____

Drill announced? Yes___ No___

Exit blocked? Yes___ No___

Did everyone evacuate? Yes___ No___

Did fire alarm system work properly? Yes___ No___

Additional comments/concerns: _____

Principal's Signature: _____

Submit copy by the 10th of the following month to:

Supervisor of Maintenance & Transportation