



HOWARD COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

2201 Warwick Way, Marriottsville, MD 21104
410-313-6000

Office of the Fire Marshal Pre-Inspection of Educational Occupancies

A fire safety inspection will be conducted by the Office of the Fire Marshal at your school. This fire safety inspection will assist you with providing a safe atmosphere for your students, your staff as well as any visitors to your school. Our goal is to maintain a fire safe environment which is one step in leading to a fire safe Howard County.

In order to streamline the process, we ask the items listed below be corrected prior to the inspection. We have prepared this list for your inspection and for future self inspections.

Exits - All exits shall be kept clear at all times. Doors shall operate to the fully open position, securely latch when closed and be maintained in proper working order. Panic hardware and door closures shall be maintained in working order. Doors equipped with panic hardware shall not have any additional locks or latches. Exits shall not be locked from the egress side.

Exit Signs - All exit signs shall be illuminated and visible at all times.

Fire Extinguishers - All fire extinguishers shall be serviced annually by a licensed extinguisher company. Fire extinguishers shall be unobstructed, full, tagged, dated, and the key shall be in place and protected with a plastic seal. The extinguishers shall be mounted, with the top of the extinguisher between 3 and 5 feet in height and the bottom not closer than 4 inches to the floor.

Fire Alarm Systems - Fire alarm pull stations and alarm signaling devices shall be accessible, unobstructed, and visible. Fire alarm systems are required to be fully operational at all times and have a full system inspection annually by a licensed fire alarm technician. The service report shall be reviewed and all deficiencies shall be corrected. The service report shall be kept on the premises.

Sprinkler Systems - Sprinkler heads shall not be obstructed or have articles hanging from them. Sprinkler control valve rooms shall be marked. A 3 feet clearance shall be kept around the valves. Sprinkler systems are required to be fully operational at all times and have a full system inspection annually by a licensed sprinkler technician. The service report shall be reviewed and all deficiencies shall be corrected. The service report shall be kept on the premises.

Fire Department Connections (FDC) – Sprinkler fire department connections consist of all hose connections and control valves. FDCs and its respective signage shall be visible to responding fire department units. Any obstruction or condition that deters or hinders access is prohibited.

Emergency Lighting - Emergency lighting shall be maintained to automatically provide illumination in case of failure of normal lighting.



HOWARD COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

2201 Warwick Way, Marriottsville, MD 21104
410-313-6000

Commercial Hood Systems – The hood’s automatic fire-extinguishing system shall comply with UL300 or equivalent. The filters must be clean. When there are visible deposits of grease in the hood, the entire system shall be cleaned. Commercial hood systems shall be inspected every 6 months by a licensed technician. The service report shall be reviewed and all deficiencies shall be corrected. The service report shall be kept on the premises.

Storage - All storage shall be 18 inches below the ceiling as well as any sprinkler heads. It is suggested that painted lines or tape be placed on the walls to indicate “no storage above this point”. NO storage shall be placed, or kept in any portion of an exit or an exit stairway. A 36 inch clearance of combustibles shall be maintained around all heat producing devices.

Equipment rooms - Combustible material shall not be stored in boiler rooms, mechanical rooms, or electrical rooms.

Electrical panels - All storage shall be kept 36 inches away from all electrical panels. All doors or panels will be latched closed. Blanks shall be placed in open panels. Breakers shall not be taped or held in the on position by any device or made inoperable in any manner. Circuit locks can be used to lock a breaker in the off position. Other devices may be used to prevent a breaker from being turned off but must not interfere with the breaker’s normal operation. Electric rooms shall be marked.

Extension cords - Extension cords shall not be utilized as permanent wiring. Extension cords shall only be used on a temporary basis. All cords and equipment shall be listed by a testing laboratory recognized by the State of Maryland.

Power strips - A breaker protected power strip shall be utilized when multiple outlets are needed. Multiple power strips shall not be “piggy backed” together to form a longer service. Major appliances such as refrigerators and microwaves shall be plugged directly in an outlet.

Corridors/Hallways – Corridors and hallways shall be unobstructed at all times. Corridors and hallways shall be a minimum of 72 inches.

Housekeeping - Accumulation of trash, refuse or debris is not permitted either inside or outside of the school. Exterior combustible or flammable material, including dumpsters, shall not be located within 15 feet of the building, structure, or property line.

Fire/Smoke Assemblies - All walls, ceilings, and floor assemblies shall be maintained. Wall openings and pipe chases shall be sealed to the classification of the wall. Ceiling tiles are not permitted to be painted. All ceiling tiles shall be in place.

Curtains, draperies and decorations – Curtains, draperies and other similar furnishings and decorations shall meet the flame resistance standards outlined by the Office of the Fire Marshal.



HOWARD COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

2201 Warwick Way, Marriottsville, MD 21104
410-313-6000

Artwork and teaching materials - Artwork and teaching materials shall not exceed 20 percent of the wall area in unsprinklered buildings. Artwork and teaching materials shall not exceed 50 percent of the wall area in sprinklered buildings.

Street Address Numbers - Street address numbers should be viewable from the street. The numbers shall be at least 6 inches high on a contrasting background.

Drill Log – Fire drills shall be conducted and records of these drills shall be maintained.

Occupancy Load – All areas of assembly shall have a capacity sign issued by the Office of the Fire Marshal. Seating diagrams shall be required for all areas of assembly with unsecured seating.

Per County Code, HCDFRS charges for fire inspections, re-inspections and any associated services. You will receive an invoice after the inspection is within compliance and all paperwork has been completed.

This program is important and necessary to safeguard the lives and property of the people we protect. Therefore, we ask for your fullest cooperation in correcting any violations so that together we can improve fire safety.