

**Manual for**  
**Non-public School Facility**  
**Fire and Building Safety Inspections**

**The University of the State of New York**  
**The State Education Department**  
**Office of Facilities Planning**  
**Room 1060 -**

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## **Introduction**

This manual provides guidance for New York State non-public school authorities and code enforcement officials pertaining to the requirements for annual fire and building safety inspections of non-public school







## **THE FIRE AND BUILDING SAFETY INSPECTION REPORT**

The Manual for Non-public School Facility Fire and Building Safety Inspections is available on the State Education Department's Office of Facilities Planning web site at: [www.p12.nysed.gov/facplan](http://www.p12.nysed.gov/facplan). It is also available at: [www.p12.nysed.gov/nonpub](http://www.p12.nysed.gov/nonpub).

Appendix C of this manual, the **Fire Safety Inspection Code Reference Checklist**, shall be used as a reference during the inspections.

### **Part I – General Information and Fire/Life Safety History**

This section must be completed annually.

### **Part II-B: Non-public Fire Safety Non-Conformance Report Sheet**

This section must be completed annually by all non-public schools.

### **Part III: Non-public Certifications**





## 10. Emergency Planning and Preparedness

Code/Points	Description	Code Section
<b>A-2</b>	Fire safety and evacuation plans are prepared, maintained, and available for review.	<b>F403 F404</b>
<b>B-2</b>	Safety Data Sheets (SDS) are complete and available on premises.	<b>F407</b>
<b>C-1</b>	Hazardous material containers and rooms are properly identified.	<b>F407</b>
<b>D-1</b>	Records of hazardous material inventory statements are provided.	<b>F407</b>

## 11. Fire Service Features

Points	Description	Code Section
<b>A-2</b>	Fire apparatus access roads are maintained and unobstructed. (NOTE: Gates are permitted)	<b>F503</b>
<b>B-1</b>	Flat roofs, less than 30 degrees, are free from obstruction.	<b>F316</b>
<b>C-2</b>		



## 16. Fire Protection Systems

code/points	Description	Code Section
<b>A-2</b>	Fire detection, alarm, and extinguishing systems are operative; and inspection, testing, and maintenance records are maintained and available for review on premises.	<b>F901</b>
<b>B-2</b>	Portable fire extinguishers are located in a conspicuous location, are readily accessible, are not obstructed or obscured, and are maintained in accordance with this section and NFPA.	<b>F906</b>
<b>C-2</b>		

**19. Motor Fuel- Dispensing Facilities & Repair Garages**

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Code/points	Description	Code Section
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## Certifications – Part III – Nonpublic Schools

### Description

Section III-A: Fire Inspection Method

Section III-B: Fire Inspection by Local Fire Department, Fire Corp or County Fire Coordinator or Fire Inspector who holds a Valid Certification