

HEALTH/LIFE SAFETY ANNUAL INSPECTION CHECKLIST (ROE)

Administrative and General Building Requirements

- | | | |
|--|--|---|
| ☐ Safety reference plans (1) | ☐ Fire alarm audibility (10) | ☐ Alcohol hand-rub-dispensers (19) |
| ☐ School safety drills (2) | ☐ Manual fire alarm station (11) | ☐ Decorative vegetation (20) |
| ☐ Annual review of crisis plans (3) | ☐ ITM of fire alarm systems (12) | ☐ Space heaters (21) |
| ☐ Hold-open devices (4) | ☐ Functional sprinkler system (13) | ☐ Curtains, draperies, and decorations (22) |
| ☐ Unobstructed exits (5) | ☐ Clearance above storage (14) | ☐ Interior wall, ceiling and floor finishes (23) |
| ☐ Emergency lighting + exit signs (6) | ☐ Standpipe systems & private hydrants (15) | ☐ Extension cords/multiple plug adaptors (24) |
| ☐ Testing of emergency lighting (7) | ☐ Fire extinguishers (16) | ☐ Electrical systems (25) |
| ☐ Flam/comb liquids + chemicals (8) | ☐ Safety glazing (17)* | ☐ Carbon monoxide detection (26) |
| ☐ Fire alarm system (9) | ☐ Shower/eye wash stations (18)* | ☐ Security locking (27) |
| | | ☐ Panic Hardware (28) |

(P)-applies only when film & chemicals used. Not digital photo labs

(A)-applies only if classified as assembly

Arts and Crafts Rooms

- ☐ Fire-rated construction (29)
- ☐ Fire detectors (30)
- ☐ Spray finishing (31)
- ☐ Limited Spraying Spaces (32)
- ☐ Electrical Wiring & Equip (33)
- ☐ Kiln exhaust (34)
- ☐ Kiln fuel switch (35)
- ☐ Eye glasses (36)*

Auditoriums

- ☐ Posted occupancy loads (38)
- ☐ Number of exits (39)
- ☐ Means of egress arrange (40)
- ☐ Illuminated exit signs (41)
- ☐ Emergency lighting (42)
- ☐ Fire-rated construction (43)
- ☐ Fire detectors (44)

Automotive Shops

- ☐ Fire-rated construction (51)
- ☐ Fire detectors (52)
- ☐ Spray paint rooms (53)
- ☐ Limited Spraying Spaces (54)
- ☐ Electrical Wiring & Equip (55)
- ☐ Welding booth exhaust (56)
- ☐ Eye glasses (57)*

Bleachers and Grandstands

- ☐ Inspection/maintenance (63)*
- ☐ Storage underneath (64)
- ☐ Structures underneath (65)

Boiler Room

- ☐ Door swing (69)
- ☐ Fire-rated construction (70)
- ☐ Housekeeping (71)
- ☐ Fire detectors (72)
- ☐ Emergency fuel switch (73)
- ☐ Inspection posted (74)

Cafeteria (A)

- ☐ Posted occupant loads (80)
- ☐ Number of exits (81)
- ☐ Means of egress arrange (82)
- ☐ Illuminated exit signs (83)
- ☐ Emergency lighting (84)
- ☐ Fire-rated construction (85)
- ☐ Fire detectors (86)

Classrooms

- ☐ Doors unlocked (93)
- ☐ Fire-rated construction (94)
- ☐ Door glass-vision panel (95)
- ☐ Classroom door swing (96)
- ☐ Artwork in classrooms (97)

Corridors

- ☐ Number of exits (108)
- ☐ Dead-end travel (109)
- ☐ Illuminated exit signs (110)
- ☐ Emergency lighting (111)
- ☐ Fire-rated construction (112)
- ☐ Width of corridors (113)
- ☐ Storage in corridors (114)
- ☐ Artwork (115)

Elevator and Conveying Systems

- ☐ Does not obstruct egress (121)
- ☐ Certificate of Inspection (122)

Exterior Items

- ☐ Exterior stairs maintained (123)
- ☐ Fire lanes (124)
- ☐ Fire dept connection (125)
- ☐ Fire hydrants (126)

Fire Escape Stairs

- ☐ Existing fire escapes (128)
- ☐ Access to fire escapes (129)
- ☐ Protection of openings (130)
- ☐ Testing (131)

Greenhouses

- ☐ Fire-rated construction (132)
- ☐ Fire alarm systems (133)
- ☐ Fire detectors (134)

Gym and Multipurpose Rooms

- ☐ Posted occupant loads (138)
- ☐ Number of exits (139)
- ☐ Means of egress arrange (140)
- ☐ Illuminated exit signs (141)
- ☐ Emergency lighting (142)
- ☐ Fire-rated construction (143)

Home Economics and Family Services Rooms

- ☐ Fire-rated construction (151)
- ☐ Fire detector (152)
- ☐ Exhaust fan (153)

Industrial Technology Labs

- ☐ Fire-rated construction (161)
- ☐ Fire detectors (162)
- ☐ Welding booth exhaust (163)
- ☐ Eye glasses (164)*

Kitchens

- ☐ Fire-rated construction (176)
- ☐ Fire detectors (177)
- ☐ Fire extinguishers (178)
- ☐ Cooking hood exhaust (179)

Exhaust inspections (180)

- ☐ Filter maintenance (181)
- ☐ Fire extinguishing systems (182)

Library/Media Center (A)

- ☐ Posted occupancy loads (189)
- ☐ Number of exits (190)
- ☐ Means of egress arrange (191)
- ☐ Illuminated exit signs (192)
- ☐ Emergency lighting (193)
- ☐ Fire-rated construction (194)
- ☐ Fire detectors (195)

Mechanical & Furnace Rooms

- ☐ Fire-rated construction (198)
- ☐ Fire detectors (199)
- ☐ Storage of combustibles (200)

Music Practice Rooms

- ☐ Sound proofing (202)

Photo Developing Labs

- ☐ Fire-rated construction (208) (P)
- ☐ Fire detector (209) (P)
- ☐ Exhaust fan (210) (P)
- ☐ Chemical storage (211)

Science Laboratories

- ☐ Fire-rated construction (225)
- ☐ Fire detector (226)
- ☐ Exhaust fan (227)
- ☐ Fume hood exhaust (228)
- ☐ Eye glasses (229)*
- ☐ Chemical storage (230)
- ☐ Emergency fuel switch (231)

Shower and Locker Rooms

- ☐ Number of exits (232)
- ☐ Illuminated exit signs (233)
- ☐ Emergency lighting (234)
- ☐ Exhaust fan (235)*
- ☐ Vapor-proof lights (236)*

Solar Photovoltaic (Ground)

- ☐ Clearance from vegetation (237)
- ☐ Shutdown and marking (238)

Solar Photovoltaic (Roof)

- ☐ Roof access (239)
- ☐ Rapid shutdown (240)
- ☐ Marking (241)

Stages (Large)+Accessory Rooms

- ☐ Illuminated exit signs (243)
- ☐ Emergency lighting (244)
- ☐ Fire-rated construction (245)
- ☐ Proscenium wall protection (246)
- ☐ Curtains and scenery (247)
- ☐ Sprinklers and ventilators (248)
- ☐ Standpipes (249)

Stages (Small)

- ☐ Illuminate exit signs (256)
- ☐ Emergency lighting (257)
- ☐ Curtains+scenery (258)
- ☐ Fire detectors (259)

Stages with Storage Under

- ☐ Fire-rated constr. (265)
- ☐ Storage only (266)
- ☐ Fire detectors (267)
- ☐ Sprinklers (268)

Stairwells

- ☐ Properly maintained (272)
- ☐ Illuminated exit signs (273)
- ☐ Emergency lighting (274)
- ☐ Stair enclosure (275)
- ☐ No storage (276)
- ☐ Fire detector (277)

Storage/Supply/Closets

- ☐ Fire-rated constr. (283)
- ☐ Fire detector (284)
- ☐ Classroom/janitor's (285)

Swimming Pools

- ☐ Occup loads (289) (A)
- ☐ Number of exits (290) (A)
- ☐ Egress arrange (291) (A)
- ☐ Exit signs (292) (A)
- ☐ Emerg lighting (293) (A)
- ☐ Fire-rated constr. (294) (A)
- ☐ Vapor-proof lights (295)*
- ☐ Exhaust fan (296)*
- ☐ IDPH equipment (297)*
- ☐ Fire extinguisher (298)
- ☐ Fire detectors (299)

Teachers Workrooms and Lounges

- ☐ Fire-rated constr. (301)
- ☐ Fire detector (302)
- ☐ Exhaust fan (303)

Time-Out Rooms

- ☐ Ceiling height (304)
- ☐ Safe construction (305)
- ☐ Locking (306)
- ☐ Monitoring (307)

Toilets

- ☐ Exhaust fan (309)*

Woodworking Shop

- ☐ Fire-rated constr. (315)
- ☐ Fire detectors (316)
- ☐ Fire extinguishers (317)
- ☐ Sawdust collector (318)
- ☐ Eye glasses (319)*
- ☐ Housekeeping (320)

District		Date:
School		
School Address		
Inspected by		FD Name:
Name of ROE/ISC rep present during inspection		ROE#/ISC:

☐ Check box if ROE/ISC representative received a copy of this inspection at the time of the inspection.

Administration and General Building Requirements

Y	N	N/A		(Code references found in the Glossary)	Remarks
			1	Safety reference plans	
			2	School safety drills	
			3	Annual review of crisis plans	
			4	Hold-open devices	
			5	Unobstructed exits	
			6	Emergency lighting and illuminated exit signs	
			7	Testing of emergency lighting and exit signs	
			8	Flammable/combustible liquids + chemicals	
			9	Fire alarm system	
			10	Fire alarm audibility	
			11	Unobstructed manual fire alarm stations	
			12	Inspection, testing, maintenance fire alarm system	
			13	Functional sprinkler system	
			14	Clearance above storage	
			15	Functional standpipe systems & fire hydrants	
			16	Fire extinguishers	
			17	Safety glazing*	
			18	Emergency shower and eye wash stations*	
			19	Wall-mounted alcohol hand-rub dispensers	
			20	Decorative vegetation	
			21	Space heaters	
			22	Curtains, draperies, and decorations	
			23	Interior Wall, ceiling, and floor finishes	
			24	Extension cords/multiple adaptors	
			25	Electrical systems	
			26	Carbon monoxide detection	
			27	Security locking	
			28	Panic Hardware	

Specific Requirements for Rooms and Spaces

Y	N	N/A		Arts and Crafts Rooms	Remarks
			29	Fire-rated construction and door closers	
			30	Fire detectors	
			31	Spray finishing operations using flammable finishes	
			32	Limited spraying spaces	
			33	Explosion proof fixtures	
			34	Kiln exhaust fan	
			35	Kiln fuel switch	
			36	Eye glasses*	
Y	N	N/A		Auditoriums	Remarks
			38	Posted occupancy load	
			39	Number of exits	
			40	Means of egress arrangement	

			41	Illuminated exit signs	
			42	Emergency lighting	
			43	Fire-rated construction and door closers	
			44	Fire detectors	
Y	N	N/A		Automotive Shops	Remarks
			51	Fire-rated construction and door closers	
			52	Fire detectors	
			53	Fire protection in spray paint rooms and booths	
			54	Limited Spraying Spaces	
			55	Explosion proof lights	
			56	Welding booth exhaust	
			57	Eye glasses*	
Y	N	N/A		Bleachers and Grandstands	Remarks
			63	Installation, inspection, and maintenance*	
			64	Combustible storage and waste accumulation	
			65	Structures underneath bleachers and grandstands	
Y	N	N/A		Boiler Room	Remarks
			69	Door swing	
			70	Fire-rated construction and door closers	
			71	Housekeeping	
			72	Fire detectors	
			73	Emergency fuel burner switch	
			74	Certificate of inspection posted	
Y	N	N/A		Cafeteria (A)	Remarks
			80	Posted occupant loads	
			81	Number of exits	
			82	Means of egress arrangement	
			83	Illuminated exit signs	
			84	Emergency lighting	
			85	Fire-rated construction and door closers	
			86	Fire detectors	
Y	N	N/A		Classrooms	Remarks
			93	Inside of exit doors unlocked	
			94	Fire-rated construction and door closers	
			95	Door glass-vision panel	
			96	Classroom door swing	
Y	N	N/A		Corridors	Remarks
			108	Number of exits	
			109	Dead-end travel	
			110	Illuminated exit signs	
			111	Emergency lighting	
			112	Fire-rated construction	
			113	Capacity and width of corridors	
			114	Storage in corridors and lobbies	
			115	New Artwork	

Y	N	N/A		Elevator and Conveying Systems	Remarks
			121	Does not obstruct egress	
			122	Certificate of inspection	
Y	N	N/A		Exterior Items	Remarks
			123	Exterior stairways properly installed/maintained	
			124	Fire lanes	
			125	Fire department connection	
			126	Fire hydrants	
Y	N	N/A		Fire Escape Stairs	Remarks
			128	Existing fire escapes	
			129	Access to fire escapes	
			130	Protection of openings	
			131	Testing	
Y	N	N/A		Greenhouses	Remarks
			132	Fire-rated construction and door closers	
			133	Fire alarm systems	
			134	Fire detectors	
Y	N	N/A		Gym and Multipurpose Rooms	Remarks
			138	Posted occupant loads	
			139	Number of exits	
			140	Means of egress arrangement	
			141	Illuminated exit signs	
			142	Emergency lighting	
			143	Fire-rated construction and door closers	
Y	N	N/A		Home Economics+Family Services Rooms	Remarks
			151	Fire-rated construction and door closers	
			152	Fire detectors	
			153	Exhaust fan	
Y	N	N/A		Industrial Technology Labs	Remarks
			160	Emergency lighting	
			161	Fire-rated construction and door closers	
			162	Fire detectors	
			163	Welding booth exhaust	
			164	Eye glasses*	
Y	N	N/A		Kitchens	Remarks
			176	Fire-rated construction and door closers	
			177	Fire detectors	
			178	Fire extinguishers	
			179	Range canopy exhaust	
			180	Inspection and cleaning of cooking exhaust system	
			181	Filter installation and maintenance	
			182	Cooking hood extinguishing systems	
Y	N	N/A		Library and Media Centers (A)	Remarks
			189	Posted occupancy loads	
			190	Number of exits	

			191	Means of egress arrangement	
			192	Illuminated exit signs	
			193	Emergency lighting	
			194	Fire-rated construction and door closers	
			195	Fire detectors	
Y	N	N/A		Mechanical & Furnace Rooms	Remarks
			198	Fire-rated construction and door closers	
			199	Fire detectors	
			200	Storage of combustibles	
Y	N	N/A		Music Practice Rooms	Remarks
			202	Sound proofing used as wall covering	
Y	N	N/A		Photo Developing Rooms	Remarks
			207	Emergency lighting (P)	
			208	Fire-rated construction and door closers (P)	
			209	Fire detectors (P)	
			210	Exhaust fan (P)	
			211	Proper storage of chemicals	
Y	N	N/A		Science Laboratories	Remarks
			225	Fire-rated construction and door closers	
			226	Fire detectors	
			227	Exhaust fan	
			228	Fume hood exhaust	
			229	Eye glasses*	
			230	Proper storage of chemicals	
			231	Emergency fuel burner switch	
Y	N	N/A		Shower and Locker Rooms	Remarks
			232	Number of exits	
			233	Illuminated exit signs	
			234	Emergency lighting	
			235	Exhaust fan*	
			236	Vapor-proof lights*	
Y	N	N/A		Solar Photovoltaic (Ground Systems)	Remarks
			237	Clearance from vegetation	
			238	Shutdown and marking	
Y	N	N/A		Solar Photovoltaic (Roof Systems)	Remarks
			239	Roof access	
			240	Rapid shutdown	
			241	Marking	
Y	N	N/A		Stage (Large), and Accessory Areas	Remarks
			243	Illuminated exit signs	
			244	Emergency lighting	
			245	Fire-rated construction and door closers	
			246	Proscenium wall protection	
			247	Curtains and scenery	
			248	Sprinkler systems and ventilators	

			249	Standpipes for stages	
Y	N	N/A		Stages (Small)	Remarks
			256	Illuminated exit signs	
			257	Emergency lighting	
			258	Curtains and scenery	
			259	Fire detectors	
Y	N	N/A		Stages with Storage Underneath	Remarks
			265	Fire-rated construction and door closers	
			266	Noncombustible storage only	
			267	Fire detectors	
			268	Sprinklers	
Y	N	N/A		Stairwells	Remarks
			272	Properly maintained stairs	
			273	Illuminated exit signs	
			274	Emergency lighting	
			275	Interior exit stair enclosure	
			276	No storage under stairs	
			277	Fire detectors	
Y	N	N/A		Storage/Supply/Closets	Remarks
			283	Fire-rated construction and door closers	
			284	Fire detectors	
			285	Classroom/janitor's closets	
Y	N	N/A		Swimming Pools	Remarks
			289	Posted occupancy loads (A)	
			290	Number of exits (A)	
			291	Means of egress arrangement (A)	
			292	Illuminated exit signs (A)	
			293	Emergency lighting (A)	
			294	Fire-rated construction (A)	
			295	Vapor-proof lights*	
			296	Exhaust fan*	
			297	IDPH safety equipment*	
			298	Fire extinguishers	
			299	Fire detectors	
Y	N	N/A		Teacher's Workroom/Lounge	Remarks
			301	Fire-rated construction and door closers	
			302	Fire detectors	
			303	Exhaust fan	
Y	N	N/A		Time-Out Rooms	Remarks
			304	Ceiling height	
			305	Safe construction	
			306	Locking	
			307	Monitoring	
Y	N	N/A		Toilets	Remarks
			309	Exhaust fan*	

July 2025