



**RIVERSIDE COUNTY FIRE DEPARTMENT**  
**OFFICE OF THE FIRE MARSHAL**  
**CITY OF MORENO VALLEY**

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**Educational Facilities Pre-Fire Inspection Checklist**

The Riverside County Office of the Fire Marshal at Moreno Valley has developed this checklist to assist Public and Private Schools with fire code violations. These do not include all violations but is a short list of commonly found violations. Please read and check off the appropriate boxes to assist you in your inspection. The code sections provided are from the *2022 California Fire Code* unless noted otherwise.

1.  **Fire Extinguishers:**
  - a. Fire extinguisher gauges shall be “in the green” (906.2).
  - b. They shall be tagged by a licensed fire protection contractor within the last year (*California Code of Regulations Title 19, Division 1, Chapter 3*).
  - c. Extinguishers shall be accessible (906.6), located not further than 75’ of travel (906.3), and securely installed on a bracket with the top not more than 5’ above the floor (906.7).
2.  **Fire Rated Doors:**

Fire doors shall be maintained in their automatic self-closing and latching condition. No wedges or doorstops are allowed to prevent the operation of fire rated doors. (703.1)
3.  **Fire Drills:**

Fire drills shall be conducted and documented each calendar month at the elementary school and intermediate school levels and twice each year for the secondary level. (403.5.1.1)
4.  **Exit Lighting:**
  - a. Exit signs must be illuminated (1013.3) and contain 90 minutes of backup power (1013.6.3)
  - b. Egress Illumination shall be not less than 1 ft. candle at walking surface (1008.2.1) and shall have 90 minutes of backup power (1008.3.4)
5.  **Exiting:**
  - a. All assembly occupancy doors shall have panic hardware equipped when the occupant load is 50 or more. (1010.1.10)
  - b. All occupancies where the occupant load is 49 or less “The unlatching of any door or leaf shall not require more than one operation.” (1010.1.9.6)
  - c. No exit doors shall be obstructed from access, any materials shall be removed that may prevent immediate dispersal, and all exit hardware shall be in an operable condition (1031.1).
  - d. No flammable or hazardous materials shall be adjacent to an exit.
6.  **Evacuation Plan:**

Evacuation plans shall be conspicuously posted in each classroom or assembly area showing paths of travel to evacuate the room in case of emergency including an alternate route. (403.5.1.1)
7.  **Electrical Hazards:**
  - a. Identification of electrical disconnect, “Electrical Room” signs and equipment access (no less than 30” in width and 36” in depth to the side and in front of electrical equipment shall be provided) CFC Section 509.
  - b. Extension cords are not allowed to be used as permanent wiring (604.5).
  - c. Open junction boxes and open-wiring splices are prohibited (604.6)
8.  **Hazardous Materials:**
  - a. Is a permit required? (105.6 & 105.7) Questions can be directed to the Fire Department at the top of this form.
  - b. If a permit is required, follow the requirements of the permit. If not be sure to follow the fire code requirements.
    - (i) Including labeling of all hazardous materials containers (5003.5).
    - (ii) Installing “No Smoking” signs around combustible or flammable chemicals.

9.  **Combustible Material:**

- a. All drapes, hangings, curtains, drops, and all other decorative material, including Christmas trees, that would tend to increase the fire and panic hazard shall be made from a nonflammable material, or shall be treated and maintained in a flame-retardant condition. Exits, exit lights, fire alarm sending stations, wet standpipe hose cabinets and fire extinguisher locations shall not be concealed, in whole or in part, by any decorative material. (Title 19, Division 1, 3.08 *California State Fire Marshal Seal shall be located on all approved flame retardants.*)(See photo adjacent picture.)



10.  **Storage:**

- a. No storage shall be located in a boiler, electrical or mechanical room (315.3.3).  
b. Storage shall not be placed within 24" of the ceiling or 18" for sprinklered buildings (315.3.1).

11.  **Hood Extinguishing Systems:**

- a. Hoods suppression systems shall be serviced at intervals not exceeding 6 months. (609.3.4).  
b. Hood and ducts shall be maintained free of grease accumulation (609.3.3.1).

12.  **Fire Sprinkler Maintenance:**

- a. All fire systems are required to comply with *California Code of Regulations Title 19, §901 – §906* (forms can be found on the California State Fire Marshal's Office webpage that include necessary intervals)  
b. The required test and inspection records shall be available to the fire code official at all times.  
c. Where any work or installation does not pass an initial test or inspection, the necessary correction shall be made so as to achieve compliance with this code. The work or installation shall then be resubmitted to the fire code official for inspection and testing (107.2.2).

13.  **Fire Alarm Maintenance:**

- a. Ensure that the fire alarm systems are tested and maintained in accordance with NFPA 72 (2016) including weekly, monthly, and annuals.  
b. Maintain the fire alarm testing and maintenance reports on-site in accordance with NFPA 72 (2016) and be sure that the required test and inspection records are available to the fire code official at all times.  
c. Where any work or installation does not pass an initial test or inspection, the necessary correction shall be made so as to achieve compliance with this code. The work or installation shall then be resubmitted to the fire code official for inspection and testing (107.2.2).

14.  **Private Fire Hydrant Maintenance:**

- a. Fire hydrants shall be maintained in accordance with *California Code of Regulations Title 19, Division 1, §904*.  
b. Blue reflective markers shall be placed and maintained as originally approved or in accordance with the Fire Department Standards.  
c. Fire hydrants shall be in an operable condition at all times. *Title 19, Division 1, §3.42*.

15.  **Fire Protection Equipment:**

- a. Fire Protection equipment (FDC and PIV valves) should be identified as to the areas that they serve (509.1.1).  
b. Rooms containing fire equipment (Fire alarm control units and fire sprinkler riser rooms) and electrical disconnect rooms shall be labeled accordingly (509.1).  
c. Access to fire equipment shall be unimpeded and available at all times (509.2).

16.  **Fire Lanes:**

- a. Fire lanes shall be maintained with the approved plans to provide fire department vehicular access (503.3).  
b. Fire lanes shall be designated in accordance with the fire department standard and shall include "Fire Lanes - No Parking, CVC 22500.1" at intervals no greater than 30' (503.3).

17.  **Knox Rapid Entry System:**

- a. Knox boxes shall be installed on buildings at 60" in height to the right of the main entry and shall contain keys to gain the necessary access (506.1)  
b. Knox padlocks shall be installed on gates or similar barriers (506.1.1).  
c. [Knox Online Ordering Guide](#)