

**Documentation Required for Fire Marshal/ISBE
2018-2019 HLS Annual Inspection**

Please have the following documentation ready at the time of the inspection:

Written District Response to all violations listed in last year's inspection.

If any violation was under "Architect Review," a written, signed statement from your district architect is required for all code exceptions.

Fire Marshal Report (Checked by Fire Marshal)

Square Footage of Building(s): _____

Number of Students: _____

Number of Staff: _____

Reports of following inspections by an outside agency:

Fire Alarm System Test Report

Sprinkler Inspection Report

Hood Suppression Inspection Report

Elevator Inspection Report

Boiler Inspection Certificate (posted in Boiler Room)

Fire Extinguisher Inspection Date

Copy of latest HLS 10 Year Safety Survey

Documentation of following local testing/reports:

School Safety Drills Report (Completed Report from 2017-2018)

Hood Cleaning Report

Documentation of Emergency Lighting Tests

ISBE Report (Checked by ROE)

Integrated Pest Management Plan (with IDPH registration)

Safety Reference Plans (site plan, floor plans, utility information, and attic plan)

Emergency Procedures and Evacuation Routes (posted in each classroom)

Last Year's Safety Drills Report completed