

CUSTODIAN ENGINEER RESPONSIBILITY FOR FIRE SAFETY IN SCHOOLS, Continued

- ◆ Record of Test of Fire Alarms.
- ◆ Location of Sprinkler Areas.
- ◆ Record of Sprinkler Location/Tests.
- ◆ Record of Standpipe Location/Tests.
- ◆ Location of Emergency Lighting.
- ◆ Record of Emergency Lighting Test.
- ◆ Record of Cleaning Location of Range Hood Filters.
- ◆ Range Hood Filters.
- ◆ Emergency Generator(s) Location.
- ◆ Record of Emergency Generator Tests.

Failure to have records of all Inspections and Certificates of Fitness will be reason for disciplinary action against the Custodian Engineer. Kindly verify the person doing the inspection has a valid Certificate of Fitness for that particular system.

FIRE SAFETY LOG ENTRY MUST INCLUDE:

CERTIFICATE OF FITNESS NUMBER OF THE INSPECTOR.

THIS ENTRY SHOULD BE IN THE "REMARKS" COLUMN IN THE FIRE SAFETY LOG

If you do not have a Fire Safety Log, please call your District Plant Manager immediately.

If a P.O. #18 is called in or submitted for any of these systems, kindly follow-up with the District Plant Manager immediately.

Fire Safety is of utmost importance in a school and any egregious act endangering the safety of children and staff will be cause for disciplinary action and possible formal charges against you or any of your employees who do not comply with this circular.

Patricia Zedalis
Chief Executive
Division of School Facilities