



DALLAS FIRE-RESCUE DEPARTMENT
Inspection & Life Safety Education
Fire Code Requirements for
Educational Occupancies

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This checklist provides some of the basic regulations governing the operation of **Educational Occupancies**. It is not possible to cover all regulations. If you have a particular question of concern, please telephone or FAX the Dallas Fire-Rescue Department. The initial inspection is conducted at no charge. There is no charge for the first reinspection. The second reinspection is subject to an \$80.00 fee, with all reinspections after the second, subject to a \$105.00 fee.

1. Permits

- A. A valid certificate of occupancy from Building Inspection is required.
- B. A Dallas Fire-Rescue permit to operate a child care facility as defined by the Texas Department of Family and Protective Services is required.
- C. Permit is required for welding and cutting operations, storage or use of flammable and combustible liquids, etc. Other permits may be required. Contact Dallas Fire-Rescue for more information.

2. Fire Drills

- A. Prepare an approved fire safety and evacuation plan which must be made available for review by employees.
- B. Post evacuation maps in each classroom.
- C. Educational facilities are required to have at least one drill per month.
- D. Drills shall be held at unexpected times and under varying conditions.
- E. Use fire alarm system to signal drill.
- F. Keep written records.

3. Exits

- A. Signs must be illuminated.
- B. Doors must remain unlocked when building is occupied.
- C. Panic hardware must operate as designed.
- D. Exits and paths must be clear of obstructions.

4. Fire Extinguishers

- A. Typically, one 2A-10BC extinguisher required for every 3,000 sq. ft. of floor space or within 75 ft. of travel. Special hazards may have additional requirements.
- B. Mounted in conspicuous accessible locations. When mounted, bottom of the extinguisher must be at least 4 in. from the floor and top no greater than 5 ft. above the floor. Top must be no greater than 3.5 ft. if extinguisher weighs more than 40 lbs.
- C. Inspected for proper maintenance annually by licensed individuals.
- D. Must be recharged following use.

5. Fire Alarm/Detection Systems

- A. Approved fire alarm system required. Must be installed in accordance with Chapter 9 of the Dallas Fire Code.
- B. Maintained in an operative condition at all times, and replaced or repaired when defective. Immediately notify Dallas Fire-Rescue at 214-670-4319 if fire alarm system becomes non-operational.

- C. Written operating instructions provided and maintained at an approved location.
- D. Manual alarms and smoke alarms should be tested at least annually, and/or after modification.

6. Sprinkler Systems

- A. Maintained in approved working condition. Immediately notify Dallas Fire-Rescue at 214-670-4319 if sprinkler system becomes non-operational.
- B. Identify controls, drains, and test control valves with approved signage.
- C. Access to valves and/or fire department connections cannot be obstructed.
- D. A sprinkler wrench must be provided. Spare sprinkler heads of the same types and ratings installed in the building must be provided for a system as follows:
 - (1) Less than 300 system heads, a minimum of 6 spare heads.
 - (2) 300 to 1000 system heads, a minimum of 12 spare heads.
 - (3) Over 1,000 system heads, a minimum of 24 spare heads.
- E. Test at least annually.

7. Storage

- A. Prohibited within 2 feet of ceiling or 18 inches of sprinkler heads.
- B. Prohibited in boiler rooms, electrical rooms, mechanical rooms, stairwells, exit ways, and within 10 feet of incinerators.

8. Kitchens

- A. Fire-extinguishing systems must be installed to protect commercial cooking equipment that produces grease-laden vapors.
- B. If vent hood has a fire-extinguishing system, one Class K extinguisher must be provided within 30 feet.
- C. Fire-extinguishing systems must be serviced at least every 6 months and after activation.
- D. Maintain stove and vent hoods free of grease.

9. Flammable Liquids

- A. Store in approved safety cans.
- B. Amounts in excess of 10 gallons must be stored in approved cabinets or rooms.
- C. Prohibit dispensing by gravity flow.
- D. Spraying of these liquids must meet requirements of the Dallas Fire Code.

10. Miscellaneous

- A. Post a correct address visible from the street. In complexes with multiple buildings, each building must be designated.
- B. Combustible decorations must be flameproof/flame retardant.
- C. Secure compressed gas cylinders in an upright position.
- D. Dust removal systems required in wood shops.
- E. Live Christmas trees are prohibited unless located in areas protected by an approved automatic sprinkler system. The trunk of live Christmas trees must be kept in water, and trees must be removed when dry.