

### Storage / Flammable Materials Checklist

**Employee Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Area:** \_\_\_\_\_

This inspection is to be done collaboratively by:

- A. Staff in June prior to leaving (at a minimum).
- B. The building administrator by the first week of August (at a minimum).

<b>STORAGE</b>	Yes	No	Comments
Minimum 18 inch <b>clearance</b> between top of storage and ceiling			
Safe <b>access</b> through storage area = Clear identified aisles			
Light items stored on <b>top</b> ; heavy items stored on bottom			
No items <b>overhanging</b> edge of shelves			
Use proper means to <b>reach</b> top shelves			
<b>Lipped</b> upper shelf			
Items are <b>stacked</b> in safe, orderly manner, and stable			
<b>Flammable liquids</b> are stored in appropriate fire proof cabinets			
Only the Facilities Department has recommended and installed any <b>storage units</b>			
I have participated in the school's <b>annual review</b> of procedures			
I am aware of the <b>disposition of unwanted materials</b> procedure (Call Facilities if unsure)			
<b>FLAMMABLE MATERIALS</b>			
<i>"Items from home need to go back home."</i>			
ALL drapes, curtains, loose hanging materials, blankets, throw rugs, carpet squares, etc. must be made from <b>nonflammable materials</b> OR are <b>properly treated</b> and approved for use in public buildings			
<b>Decorations</b> (art, teaching materials, décor) <i>during the school year</i>	<i>No sprinklers in room:</i> Decorations can only cover 20% of the walls		
	<i>Sprinklers in room:</i> Decorations can only cover 50% of the walls		
<b>Nothing hung</b> from the ceiling, lighting, or pipes			
ALL <b>furniture</b> is fire resistant and rated for use in public buildings			
I have participated in the school's <b>annual review</b> of procedures			
I am aware of the <b>disposition of unwanted materials</b> procedure (Call Facilities if unsure)			

**\* Building Administrator Requirements**

- Employees must receive regular updates / training on safe storage of materials, as well as the use of nonflammable materials
- At the end of each school year, employees will use the Storage / Flammable Materials Checklist to monitor their areas for compliance (at a minimum)
- All purchases and installations of ANY storage unit must be pre-approved by Facilities
- Facilities should be consulted for the disposition of unwanted materials in all storage areas if in doubt
  - Items not meeting requirements and no longer needed should be identified, a work order entered, and Facilities will remove them from the area