

Fire Safety Notebook: Use Current Form

Every facility will have some type of fire safety system, whether a smoke detector, a fire extinguisher, or a large building-wide system. These safety features must be tested on a regular basis to make sure they will work in the event of an emergency. Some tests and checks can be done by the facility owner/operator, and others must be done by licensed or qualified professionals.

All maintenance and regular checks should be documented, and this documentation should be kept for at least 3 years. This includes documentation of drill records, maintenance and testing of alarms, emergency lighting, fire extinguishers, automatic sprinklers, and suppression systems. During an inspection, these records will be reviewed by the inspector.

One of the simplest ways to keep this documentation organized and accessible is to create a facility Fire Safety Book. This book should contain the information listed below. If a facility has more than one building, a Fire Safety Book should be kept at each building and a comprehensive book (containing documentation for all buildings) should be kept in a central location.

First Section:

Contains maintenance and testing documentation for emergency lighting, emergency generators, fire alarm and any detection systems, automatic sprinkler systems, standpipe systems, portable fire extinguishers, and commercial cooking suppression systems.

Second Section:

Contains fire and tornado drill records.

Healthcare Facilities: 1 per shift, per quarter (Fire)

School Facilities: 16 drills for each school year (4 Fire, 3 Tornado, 9 Crisis)

Childcare Facilities: 1 per month (Fire) / 3 times per year (Tornado)

Third Section:

Contains copies of the OSFM inspection reports and Plans of Correction from the previous year. This section will include any additional requested documentation and approval correspondence.

Fourth Section:

Contains copies of emergency plans for evacuation.

Fifth Section:

Contains code footprint drawing certified by a licensed Kansas design professional for ALL new construction projects, as required by the KBFSH. This includes any project designed, proposed, under construction, or completed after September 1, 1997. This also includes copies of all additional documentation required for plan approval.

Listed below are the maintenance and testing documentation that must be available for review at the time of inspection.

The Office of the State Fire Marshal Inspector will provide the facility representative a listing of the documentation requirements during the entrance conference. The Inspector will provide a timeframe estimate for when he/she will review documentation. Facilities must have all documentation ready for review at the specified time. Inspectors cannot wait for facilities to obtain copies of any missing paperwork.

We believe this chart will assist owners and operators in collecting and retaining testing and maintenance records. This will help bring facility compliance to the highest level of fire safety for the public occupancy and assembly of the citizens of Kansas.

Emergency Lights	Fire Pump	Smoke Detectors
Monthly (30 sec)	Weekly	Annual
Annual (90min)	Monthly	Sensitivity Testing
Exit Signs	Annual	Tornado Drill
Monthly (30 sec)	Flame Retardand Treatment	3 Times yr *
Annual (90min)	Documentation	Miscellaneous
Fire Alarm	Maintenance logs	Boiler Certificate
Monthly	Generator	Code Footprint
Quarterly	Weekly	Elevator Maintenance
Semi-annul	Monthly	Medical Gas System
Annual	Annual Load (if required)	Facility Policies
Battery	Hood Suppression	Evacutation Plans
Fire Dampers	Bi-Annual	Fire Procedures
Test and Lube (4yrs)	Cleaning	Fire Watch
Fire Drills	Sprinkler System	Generator Malfunction
1 st Quarter	Weekly (dry)	Power Strips
2 nd Quarter	Monthly (Wet)	Portable Heaters
3 rd Quarter	Quarterly	Smoking Policy
4 th Quarter	Annual	
Monthly	5 yr Internal	
	Standpipe Hyrdo (5yr)	

* Annotates a requirement for education facilities