
FIRE FACT NO. 005 CHECKLIST(s): ALL
TITLE: FACILITY FIRE SAFETY NOTEBOOK
CHECKLIST ITEM(s):
REFERENCE(s):
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Facility Fire Safety Notebook

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 a period of time. This includes documentation of drill records, maintenance and testing of alarms, emergency lighting, fire extinguishers, automatic sprinklers, and suppression systems. Fire Facts 006 (Maintenance/Testing) and 007 (Maintenance and Testing Records) go into great detail about what maintenance and testing must be done and how the records should be kept. During an inspection, these records will be reviewed by the inspector.

One of the simplest ways to keep this documentation is inside a Facility Fire Safety Notebook. This notebook should contain the sections listed below. If a facility has more than one building, a Facility Fire Safety Notebook should be kept at each building and a comprehensive notebook (Central Fire Safety Notebook) should be kept in a central location. The Central Fire Safety Notebook will contain documentation for all buildings.

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.

See Fire Facts 002, 015, 016, 018, 021, 024, 030, and 037

See Checklist 06, items 06-11 through 06-27 and 06-61

Second Section

- Contains fire and tornado drill records. These are required for childcare and educational facilities. Keep these records for a minimum of five years.

See Checklist 06C, item 8

See Checklist 06E, items 4, 7, and 10

See Checklist 06R, item 1



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Third Section

- Contains copies of the KSFMO 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 of large assembly functions and occupants with disabilities.

See Fire Facts 004 and 034

See Checklist 06A, item 10

See Checklist 06R, items 2

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.

See Fire Facts 007, 026, and 035

See Checklist 06E, item 1

