



Superintendent's Circular

School Year 2011-2012

NUMBER:
FSE-3

DATE:
September 1, 2011

BUILDING CODES AND FIRE REGULATIONS

All school buildings are required to comply with Massachusetts State Building Codes and Fire Regulations. Adherence to these regulations helps to ensure a safe, secure and accessible learning and work environment for students and staff.

As the person responsible for the school building, the Headmaster/Principal/Program Director shall have responsibility for monitoring and maintaining compliance with building codes and fire regulations at all times. Staff assigned to the Department of Facilities Management and the Fire Safety Director are available and should be called upon to assist and support the school building administrator in this effort.

The Inspectional Services Department (ISD) of the City of Boston will conduct annual egress inspections and the Boston Fire Department (BFD) will conduct quarterly inspections to assure compliance with the state codes and fire regulations. The Inspectional Services Department shall issue certificates of Inspection for occupancy annually to schools which are in compliance. School in non-compliance will not be allowed to open until the deficiencies are corrected and a certificate granted. During every school year, ISD building inspections will be conducted annually. However, special inspections can be made at any time to assure continued compliance.

The following guidelines have been mutually agreed upon by the Department of Inspectional Services and the School Department and should assist your efforts and those of your staff in maintaining compliance. They must be adhered to throughout the year and not just at the time of inspection. They are as follows:

1. All paths of egress must be clear of any furniture and materials.
2. Materials or equipment cannot be stored under/near stairwells or in corridors.
3. Bars, chains or other restricted operations of doors are not authorized at any time.
4. All electrical and boiler rooms must be locked at all times and must not be used for storage.
5. Dead bolts or locks may not be used on connecting classroom doors.
6. All fire doors must be kept closed at all times, except when students are passing between classes or when they have been notified by the Department of Facilities Management that they are part of a new fire alarm system.
7. All fire extinguishers must be charged and have a current inspectional tag attached.
8. All gasoline and flammable liquids must be stored in fireproof cabinets.
9. Corridor displays and decorations are limited to bulletin boards and must not cover more than 20% of the total wall space.
10. All rugs, curtains and furniture must be certified as fire retardant and code compliant.
11. Only electrical appliances authorized by Facilities Management are permitted.
12. Snow blowers and lawn mowers are to be run dry of fuel after each use and before being brought into the building.

The Department of Facilities Management will notify you of the scheduled inspection dates. Your cooperation in maintaining the standards outlined above will ensure a quick and successful certification process.

For more information about this circular, contact:

| | |
|-------------------------|--|
| Name: | Rick Deraney, Director |
| Department: | School Safety & Emergency Management |
| Mailing Address: | 26 Court Street, Boston, MA 02108 |
| Phone: | 617-635-8300 or 617-212-2397 |
| Fax: | 617-635-7854 |
| E-mail: | rderaney@boston.k12.ma.us |

OR

| | |
|-------------------------|--|
| Name: | Bob Harrington, Assistant Director |
| Department: | Facilities Management |
| Mailing Address: | 26 Court Street, Boston, MA 02108 |
| Phone: | 617-635-9137 |
| Fax: | 617-635-9252 |
| E-mail: | rharrington@boston.k12.ma.us |

Carol R. Johnson, Superintendent