## dpilargeaPublic Schools of North Carolina

NC Department of Public Instruction

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**General Fire Safety Recommendations**

**1.** In no case shall combustible decorations exceed 20% of any individual wall area.

**2.** The hanging and displaying of decorative material shall be prohibited from acoustical ceiling systems that are part of a fire resistant floor/ceiling or roof/ceiling assembly. Storage or placement of combustible material within twenty four inches (24”) of any ceiling is expressly prohibited.

**3.** The attachment of combustible decorations to fire resistant rated doors, including but not limited to classroom doors, which modifies said doors conformity to ASTM E119 relating to its ability to withstand fire exposure is prohibited.

**4.** All curtains must be constructed of a fire retardant material or treated with a fire resistant process.

**5.** Windows and/or blinds must remain free of all material to allow for emergency rescue and egress. This also permits proper cleaning thus improving air quality, reduces fire spread risk, and allows for proper use of light controlling design of blinds.

**6.** Maintain proper housekeeping in all boiler, mechanical, and electrical rooms. This requires the removal of all combustible material. Storage of noncombustible material may not restrict access to mechanical or electrical equipment in any manner. Specifically a working space of not less than 30” in width, 36” in depth, and 78” in height shall be provided in front of electrical service equipment. Where electrical service equipment is wider than 30”, the working space shall not be less than the width of the equipment. No storage of any materials shall be permitted within the designated working space.

**7.** Extension cords are for temporary use only and should not be used as a substitute for permanent wiring. Extension cords or surge suppressors must be plugged directly into permanent wiring. The practice of plugging one such device into another, or into an extension cord is prohibited. Extension cords or surge suppressors shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor covering, nor should such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.

**8.** All upholstered furnishings (couches, chairs, bean bags etc.) shall bear a label confirming compliance with California Technical Bulletin 117 (CA TB 117). All noncompliant items are not permitted.

**9.** Portable electric, kerosene, etc., heaters are not approved for educational occupancies. If auxiliary heat source is required; contact Facility Services Personnel for assistance.