

March 28, 2016

Eastern School District  
Suite 601, Atlantic Place  
215 Water Street  
St. John's, NL · A1C 6C9

**Attention: Mr. Tyson Pye, Operations Manager**

**Re: School Inspection, Woodland Elementary**

Dear Mr. Pye:

In the interest of Fire Prevention and Life Safety, a fire inspection of the above noted facility was conducted on March 16, 2016 by the undersigned. This inspection was conducted as a follow-up to the required inspection process issued by Fire Commissioner Derek Simmons, FESNL.

The following discrepancies were noted:

1. **Electrical Service Room (Main Floor-North Wing):** The electrical service room, located in a self-contained room inside the Janitor's Room, has combustible materials stored. While this room does not contain sufficient electrical equipment to be classified as an electrical vault, it does contain a quantity of electrical service equipment that constitutes a hazard to the operation of this occupancy, when materials are stored.
2. **Extension Cords (Classroom # 9):** There is an extension cord energizing a small refrigerator in this classroom. Extension cords shall not be used as a substitute for fixed wiring of structures.
3. **Combustible Materials (Kindergarten Classroom B):** The amount of artwork and teaching materials on the wall areas exceeds the maximum allowable limit of 20% combustible material for a non-sprinklered educational building.
4. **Storage of Recyclable Materials (Janitor's Storage Room):** This room has storage of combustible materials (recyclables) that constitutes an undue fire hazard. Combustible materials, other than those for which the location, room or space is designed, shall not be permitted to accumulate.

5. **Means of Egress Components (Gymnasium Doors)**: The required and designated exit doors in the gymnasium has self-closure devices installed that require adjustments where the device mechanisms are loose or where the action is too fast or too slow in permitting the door-leaves to close and latch upon release.
6. **Fire Alarm System (Basement Cafeteria)**: The school cafeteria, located in the basement area, does not have an audible or visual signal device installed as part of the fire alarm system.
7. **Means of Egress Components (Basement Cafeteria)**: The designated exit door, near the North/West wall area, has a self-closure device installed that is broken. Defects that interfere with the operation of self-closure devices shall be maintained to ensure they are operable at all times.

Recommendations to the above noted discrepancies are as follows:

1. **Electrical Service Room (Main Floor-North Wing)**: The materials stored shall be removed and this electrical installation shall be maintained so as not to constitute an undue fire and life safety hazard in compliance with *National Fire Code of Canada, Part 2, Section 2.4.7*.
2. **Extension Cords (Classroom # 9)**: Where it is determined that electrical appliances is required for more than short term use, then a permanent receptacle outlet shall be installed by a qualified electrician. A permanent receptacle outlet shall be installed in compliance with *National Fire Code of Canada, Part 2, Section 2.4.7 and further to CSA 22.1, Canadian Electrical Code, Section 4, Rule 4-012*.
3. **Combustible Materials (Kindergarten Classroom B)**: The amount of artwork and teaching materials shall be reduced to the maximum limit of 20% in compliance with *NFPA 101 Life Safety Code, Chapter 15, Section 15.7.4.3*.
4. **Storage of Recyclable Materials (Janitor's Storage Room)**: Where the storage in this room is considered a fire hazard, it shall be removed or reduced to observe a basic measure of good housekeeping in compliance with *National Fire Code of Canada, Part 2, Section 2.4.1*.
5. **Means of Egress Components (Gymnasium Doors)**: Defects that interfere with the operation of self-closure devices shall be maintained to ensure they are operable at all times. The necessary repairs and adjustments shall be made to door hardware and accessories to ensure proper closing and latching in compliance with *NFPA 101, Life Safety Code, Chapter 7, Section 7.2.1.8*.

6. **Fire Alarm System (Basement Cafeteria):** The basement cafeteria area shall have audible and visual signaling devices installed for the purpose of indicating an alert signal or an alarm signal condition to all occupants in an emergency situation, in compliance with *National Building Code of Canada (2010 Edition) Part 3, Section 3.2.4 and further to CAN/ULC-S524-13, Standard for the Installation of Fire Alarm Systems*. The installation shall be completed by a company holding a valid License to install a fire protection system, through Fire and Emergency Services-NL. A system verification report shall be placed on file and on site at all times.
7. **Means of Egress Components (Basement Cafeteria):** The necessary repairs and adjustments shall be made to door hardware and accessories to ensure proper closing and latching in compliance with *NFPA 101, Life Safety Code, Chapter 7, Section 7.2.1.8*.

We recommend that corrective action be started immediately. Further, we request all discrepancies be corrected within a reasonable period of time, and this office be notified of your progress. A follow-up inspection may be required in 90 days, to ensure corrective action has been completed.

Yours truly,



Jim Barry  
**Fire Protection Officer I**

cc: Seaside Fire Department  
Town of Seaside  
Fire & Emergency Services, St. John's & Deer Lake  
Eastern Regional School District Office

# Fire and Life Safety Inspection Report

Name of Occupant <b>Woodland Elementary School</b>	Group <b>A</b>	Division <b>2</b>	Occupancy <b>Educational</b>
Building Address <b>P.O. Box 40</b>	Town/Community <b>Dillsboro, NC</b>	Inspection Date <b>March 16, 2016</b>	
Name of Owner or Authorized Agent <b>Harraine Harnum, Principal</b>	Contact Person for Inspection <b>Tyson Pyle, NCESD</b>	Phone No. <b>(704) 582-2310</b>	
Address of Authorized Agent <b>Same as above</b>	Inspector(s) <b>Jim Barry, FRO, FES-NL</b>	Phone No. <b>(704) 729-1608</b>	

Instructions:		Yes	No	N/A
Indicate with a check mark in the appropriate column. N/A - Not Applicable				
<b>A</b>	<b>EXTERIOR</b>			
1	Fire department access is blocked		✓	
2	Fire hydrants are unobstructed and of the correct thread size	✓		
3	Fire dept. connections are unobstructed and of the correct thread size	✓		
4	The path of travel and exits are free and clear to a public way	✓		
5	Propane tanks are installed and protected			✓
6	Fire escapes are in acceptable condition	✓		
7	Chimney(s) appear to be in acceptable condition			
8	Other exterior deficiencies noted i.e. Electrical drops, dumpsters			
<b>B</b>	<b>MECHANICAL SERVICE SPACES</b>			
1	Heating system has received its annual servicing	✓		
2	Clearances from combustible construction as required	✓		
3	Type of heating system.....			
4	Integrity of the fire separations is maintained	✓		
5	Amount/type of storage in the service rooms is acceptable		✓	
6	Service room doors are equipped with self closures and are closed	✓		
7	Other heating/mechanical deficiencies noted			
<b>C</b>	<b>FIRE ALARM &amp; DETECTION SYSTEMS</b>			
1	Automatic fire alarm system installed where required	✓		
2	Fire alarm system is powered and no trouble showing	✓		
3	Fire alarm system was tested during inspection	✓		
4	Fire alarm system has received a current annual inspection	✓		
5	Other fire alarm & detection systems deficiencies noted	✓		
<b>D</b>	<b>HOUSEKEEPING</b>			
1	Combustible waste material is within acceptable amounts		✓	
2	Approved waste receptacles are in use	✓		
3	Combustible materials are stored in acceptable storage rooms/ areas		✓	
4	Combustible materials attached to any wall is less than or equal to 20% area of the wall		✓	
5	Other housekeeping deficiencies noted			
<b>E</b>	<b>SMOKING</b>			
1	Designated smoking area where permitted			✓
2	On site smoking material disposed of properly			✓
<b>F</b>	<b>HAZARDOUS MATERIALS</b>			
1	Hazardous materials are stored in approved containers/cabinets or areas	✓		
2	Storage areas and containers are properly identified	✓		
3	Other Hazardous Materials deficiencies noted			

Instructions:		Yes	No	N/A
Indicate with a check mark in the appropriate column. N/A - Not Applicable				
<b>G</b>	<b>RECORDS MANAGEMENT</b>			
1	Fire Protection Equipment Maintenance Logs are maintained where required	✓		
2	Fire drill log is maintained where required	✓		
3	Means of egress inspection log is complete where required		✓	
<b>H</b>	<b>MEANS OF EGRESS</b>			
1	There is sufficient number of means of egress	✓		
2	Means of egress is free and clear	✓		
3	Interior Fire/smoke barrier doors are maintained and operating properly	✓		
4	exit doors are maintained and open in the direction of travel where required	✓		
5	Interior stairs and open stairwells are free of all storage	✓		
6	Exit doors are equipped with panic hardware and self closures where required		✓	
7	Other means of egress deficiencies noted			
<b>I</b>	<b>OCCUPANT SAFETY</b>			
1	There are capacity orders posted where required	✓		
	Posted capacity number(s)   Liquor License			
2	Fire drills are being conducted as required	✓		
3	Current Fire Safety plan in place if required	✓		
4	Interior wall and ceiling finish acceptable	✓		
5	Other occupant safety deficiencies noted			
<b>J</b>	<b>ELECTRICAL</b>			
1	Visible wiring appears acceptable	✓		
2	Extension cords are used in place of permanent wiring		✓	
3	Electrical equipment being used, appears to be in good condition	✓		
4	Switches and receptacles appear acceptable	✓		
5	Distribution panels are covered and are labeled	✓		
6	An electrical inspection report is required		✓	
7	Other electrical deficiencies noted			
<b>K</b>	<b>EXIT/EMERGENCY LIGHTING</b>			
1	Exit lighting is AC/DC and operational	✓		
2	Exit signs are visible from all areas	✓		
3	Adequate emergency lighting if required	✓		
4	Emergency lighting is operational	✓		
5	Other Exit/Emergency Lighting deficiencies noted			
<b>L</b>	<b>FIRE PROTECTION EQUIPMENT</b>			
1	Portable fire extinguishers; placement, classification, number adequate and unobstructed	✓		
2	Portable fire extinguisher(s) service date is current	✓		
3	Fire extinguishing systems service date is current			✓
4	Type of extinguishing system.....			
5	Sprinkler and other Water Spray System service date is current			✓
6	Sprinkler heads are unobstructed			✓
7	Other Fire Protection Equipment deficiencies noted			

The following deficiencies have been identified and require the following corrective action(s), to be completed by the noted compliance date.

Deficiency	Corrective Action	Compliance Date
(C-5) devices in Canteen	See Attached inspection letter (Point 6)	
(B-5) Sanitary Room	See Attached inspection letter (Point 4)	
(D-4) on Classroom wall	See Attached inspection letter (Point 3)	
(A-6) Exit door hardware	See Attached inspection letter (Point 5 & 7)	
(J-2) Extension Cords	See Attached inspection letter (Point 2)	

\* Additional information as required may be made on additional pages, and shall become part of this inspection report.

REMARKS & RECOMMENDATIONS: In the interest of Fire Prevention and Life Safety, you are requested to immediately begin corrective action on all the deficiencies as listed and to complete such action within the next 90 days. A follow up inspection will be made on June 16, 2016.

DATE OF LAST FOLLOW-UP INSPECTION:		REFERRED TO FIRE & EMERGENCY SERVICES FOR FURTHER ACTION ON:	
Inspector(s) Name <b>Jim Barry</b>	Inspector(s) Signature <b>[Signature]</b>	Fire Dept. <b>Fire &amp; Emergency Services - NL</b>	

White - Building Owner/Manager

Canary - Fire Dept Copy/Town

Pink - Fire & Emergency Services - NL