

# Annual Public School Inspections



Illinois  
State Board of  
Education

John Runge



Dave Demler at ROE #26



OFFICE OF THE ILLINOIS  
STATE FIRE MARSHAL

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# Policy

Inspections do not have to be performed with ROE staff, but the intent of this program is to be collaborative. So whenever possible the best approach is to work with the local ROE.

**EXCEPT FOR COOK COUNTY, the ROE must be notified** prior to starting inspections

ROE = Regional Office of Education

# Adopted Codes

Only the codes adopted by ISBE are the codes that can be referenced. These rules apply to all buildings owned or leased by the public school district, whether student occupied or not.

Codes adopted by the local fire agency or OSFM are not applicable within public schools in Illinois (except for CPS, which must comply with Chicago codes).

# Adopted Codes

See matrix in front of the Glossary

Part 185 – for schools approved for design before July 1, 1965

Part 175 – for schools approved for design after July 1, 1965 but before March 24, 1995.

# Adopted Codes

Part 180 (BOCA 1993) – for schools approved for design on or after March 24, 1995 but before July 6, 1998

BOCA 1993 Fire Prevention and Property Maintenance Codes can be retroactive to all the older schools unless Parts 175 or 185 have something more stringent



# Adopted Codes

Part 180 (BOCA 1996) – for schools approved for design on or after July 6, 1998 but before October 3, 2005

Part 180 (ICC 2003) – for schools approved for design on or after October 3, 2005 but before September 25, 2007

# Adopted Codes

Part 180 (ICC 2006) – for schools approved for design on or after September 25, 2007 but before January 1, 2010

Part 180 (ICC 2009) – for schools approved for design on or after January 1, 2010 but before July 1, 2016

Part 180 (ICC 2015) – for schools approved for design on or after July 1, 2016

# Timeline for Returning Inspection Reports

Inspection reports must be returned to the ROE/ISC and to OSFM within **15 calendar days** of the inspection.

**These are independent and separate submittals.**

Submitting to OSFM on the portal does NOT automatically send the report to the ROE.



# Cook County Reports

For all counties except Cook, inspection reports must NOT be left at the school OR with the school district

**Again, except** for schools located in Cook County

For public schools in **Cook County only**, within **15** calendar days make sure to:

- Leave a copy of your report at the school
- Submit a copy of your report to the assigned Cook County Intermediate Service Center
- Submit a copy to OSFM

# Prepare Your Own Report

If you are walking with ROE staff during this inspection, you must write up your own independent report! You cannot co-sign the ROE's written report. There must be a separate report from you, the inspector, sent to the ROE and sent to OSFM.

# Use Current and Approved Checklist

**YOU MUST USE AN UPDATED APPROVED INSPECTION FORM THAT IS DISCUSSED IN THIS CLASS WHEN YOU PERFORM THESE INSPECTIONS.**

You are not permitted to use your own fire department inspection forms!

# Changes to the Glossary

**2. School Safety Drills (105 ILCS 128):** During each academic year, schools must conduct the following drills: Three (3) evacuation drills to prepare for fire incidents (with at least one with local fire official present), one (1) bus evacuation drill that includes instruction in safe bus riding practices for all students, one (1) shelter-in-place drill to prepare for tornado incidents, and one (1) law enforcement drill to prepare for lock-downs, shootings, bomb threats, or hazardous materials or other incidents. Fire: Upon the participation of the local fire service, the appropriate local fire official shall certify that the school evacuation drill was conducted. If the fire official does not select one of the four (4) offered dates in October or set another date by mutual agreement, the requirement that the school include the local fire service in one of its mandatory school evacuation drills shall be waived. The local fire department may keep their own records, but ultimately it is the responsibility of the school district to make sure documentation is submitted to the ROE or the ISC. Law Enforcement: During each calendar year, the appropriate local law enforcement agency shall contact the appropriate school administrator to request to participate in a law enforcement drill and may actively participate on-site in a drill. Upon the participation of a local law enforcement agency in a law enforcement drill that occurs within the first 90 days of the school year, the appropriate local law enforcement official shall certify that the law enforcement drill was conducted.

# Changes to the Glossary

**14. Clearance Above Storage ~~and Clearance from Sprinkler Heads~~** (IFC15: 315.3.1; IFC09/06/03: 315.2.1; BOCA-F: 2103.2; BOCA-PM: 705.2.2; NFPA 13)

Storage shall be maintained 2 ft or more below the ceiling in nonsprinklered areas of a building. The clearance between the sprinkler deflector and the top of storage shall be 18 in or greater. If special sprinkler heads are used, (which is not common in educational occupancies) such as ESFR and Large Drop sprinklers the clearance between the sprinkler deflector and the top of storage shall be 36 in. [See Appendix M]

Language was removed from the title to clarify that the discussion is related to clearance above storage. With or without sprinklers.



# Changes to the Glossary

**22. Curtains, Draperies, Furnishings and Decorations** (See also Corridors New Artwork) (IFC: Chapter 8; BOCA-F: 306.1; 175.430; 185.290k)

Definition of Decorative Material: All materials applied over the building interior finish for decorative, acoustical, or other effect (such as curtains, draperies, fabrics, streamers, and surface coverings), and all other materials utilized for decorative effect (such as batting, cloth, cotton, hay, stalks, straw, vines, leaves, trees, moss, and similar items), including foam plastics and materials containing foam plastics. Decorative materials do not include floor coverings, ordinary window shades, interior finish, and materials 0.025 inch (0.64 mm) or less in thickness applied directly to and adhering tightly to a substrate.

IFC

IFC15 only: All **furnishings** curtains, draperies, and decorations in schools approved for design on or after July 1, 2016 shall comply with the applicable provisions of Chapter 8 of the International Fire Code (2015).

IFC09 only: All **furnishings** curtains, draperies, and decorations in schools approved for design on or after January 1, 2010 but before July 1, 2016 shall comply with the applicable provisions of Chapter 8 of the International Fire Code (2009).

IFC06 only: All **furnishings** curtains, draperies, and decorations in schools approved for design before January 1, 2010 but on or after September 25, 2007 shall comply with applicable provisions of Chapter 8 of the International Fire Code (2006).

# Changes to the Glossary

**22. Curtains, Draperies, Furnishings and Decorations** (See also Corridors New Artwork) (IFC: Chapter 8; BOCA-F: 306.1; 175.430; 185.290k)

IFC03 only: All **furnishings** curtains, draperies, and decorations in schools approved for design before September 25, 2007 but on or after October 3, 2005 shall comply with Chapter 8 of the International Fire Code (2003).

BOCA

BOCA-F only: All **furnishings** curtains, draperies, and decorations in schools approved for design on or after March 24, 1995 but before October 3, 2005 shall comply with Section F-306 of the BOCA Fire Prevention Code (1996/1993). Electric light bulbs shall not be decorated with paper or other combustible materials unless flame-resistant in accordance with NFPA 701.

# Changes to the Glossary

**22. Curtains, Draperies, **Furnishings** and Decorations** (See also Corridors New Artwork) (IFC: Chapter 8; BOCA-F: 306.1; 175.430; 185.290k)

## Part 175

175 only: ~~(Part 175 does not provide definition of furnishings or decoration or differentiate between the two.~~ This does not include wall and ceiling finishes as described in 175.420). No **furnishings** curtains, draperies, and, decorations, wall coverings, paints, etc., shall be used which are of a highly flammable character or which, in the amounts used, will endanger egress due to rapid spread of fire or formation of heavy smoke or toxic gases. Draperies, curtains, loosely attached wall coverings, cloth hangings, and similar materials shall be noncombustible or flameproofed in corridors, exitways, and assembly occupancies. In other areas, up to 10% of the wall area may have combustible coverings and hangings. Methods of flameproofing, tests, and acceptability shall be in accordance with NFPA 701. A flameproofing certificate, identifying agent used, and material protected shall be kept on file in the school. Additionally, the requirements of BOCA Fire Prevention Code (1993), Section F-306 also apply to these schools.

# Changes to the Glossary

## BLEACHERS and GRANDSTANDS

65. Structures Underneath Grandstands such as Concession Stands, Snack Bars, Toilet Rooms, and Storage (IBC; NFPA 102)

**IBC only:** Where spaces under grandstands or bleachers are used for purposes other than ticket booths less than 100 ft<sup>2</sup> and toilet rooms, such spaces shall be separated by fire barriers with not less than 1-hour fire-rated construction. **BOCA, 175, and 185 only:** Accessory uses such as ticket booths, toilet facilities, or concession booths shall be permitted in such spaces where of noncombustible or fire-resistive construction. Concession booths of any construction are permitted if protected throughout with sprinklers or constructed using 1-hour fire-rated construction.

Language was added to provide examples of what might be located under bleachers or grandstands.

# Changes to the Glossary

## **PHOTO DEVELOPING LABS (starts with #208)**

*This applies only to labs that are still using film and chemicals. This does not apply to digital photo processing.*

Language was added to clarify that the language under Photo Developing Labs only applies to those older labs that still use film and film developing chemicals. The language in this section does not apply to digital photo processing.



# Changes to the Glossary

## TEACHERS' WORKROOMS AND LOUNGES

### 301. Maintenance of Fire-Rated Construction and Door Closers (IFC: 703; BOCA-F: 303)

If the teachers' lounge has any cooking or heating appliances, with the exception of microwaves, refrigerators, and coffee pots, the required fire-rated construction shall be maintained. [See Appendix O, P, or Q for requirements]

Language was added to clarify that microwaves, refrigerators, and coffee pots do not trigger the need for fire-rated separation.

# Changes to the Glossary

## Completely revised due to changes in the Title 23 Ill. Adm. Code.

### 306. Locking [105 ILCS 5/10-20.33(d); 23 Ill. Adm. Code 1.285(a)(4)(E)]

The use of any of the following rooms or enclosures for an isolated time out or time out purposes is prohibited:

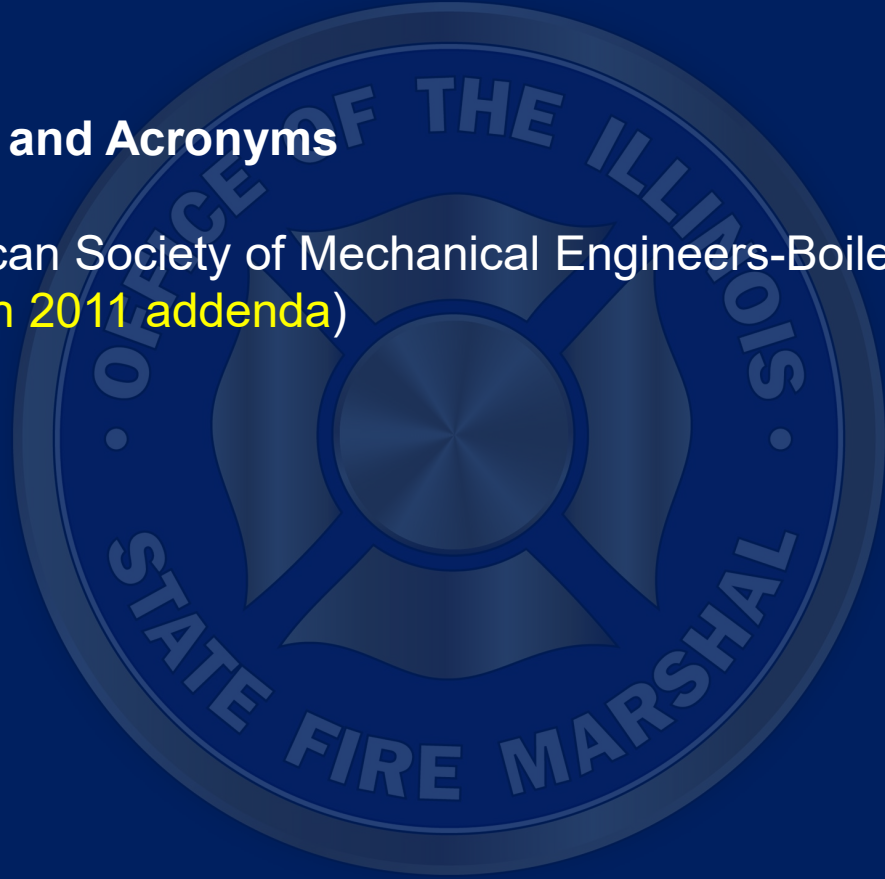
- 1) Any room with a door fitted with a locking mechanism.
- 2) Any room that is physically blocked by furniture or any other inanimate object at any time during the isolated time out or time out.
- 3) A confining space such as a closet or box.
- 4) A room where the student cannot be continually observed.
- 5) Any other room or enclosure or time out procedure that is contrary to current rules adopted by the State Board of Education.

# Changes to the Glossary

## APPENDIX A: Code References and Acronyms

ASME B&PV Code            American Society of Mechanical Engineers-Boiler and Pressure Vessel Safety  
Code (2010 with 2011 addenda)

Updated referenced code edition



# Changes to the Glossary

## APPENDIX N-Door Locking Hardware

The ISBE School ~~Codes/Building Codes~~ requires that:

1. The door security locking means can be engaged without opening the door.
2. The unlocking and unlatching of the door security locking means from the occupied side of the door can be accomplished without the use of a key or tool.
3. The door security locking means complies with all applicable State and federal accessibility requirements.
4. Locks, if remotely engaged, can be unlocked from the occupied side.
5. The door security locking means is capable of being disengaged from the outside by school district employees, and school district employees may use a key or other credentials to unlock the door from the outside.
6. The door security locking means does not modify the door-closing hardware, panic hardware, or fire exit hardware.
7. Any bolts, stops, brackets, or pins employed by the door security locking means do not affect the fire rating of a fire door assembly.

# Changes to the Glossary

8. School district employees are trained in the engagement and release of the door security locking means, from within and outside the room, as part of the emergency response plan.
9. For doors installed before July 1, 2019, only, the unlocking and unlatching of a door security locking means requires no more than 2 releasing operations. For doors installed on or after July 1, 2019, the unlocking and unlatching of a door security locking means requires no more than one releasing operation. If doors installed before July 1, 2019, are replaced on or after July 1, 2019, the unlocking and unlatching of a door security locking means on the replacement door requires no more than one releasing operation.
10. The door security locking means is no more than 48 inches above the finished floor.
11. The door security locking means otherwise complies with the school building code prepared by the State Board of Education under Section 2-3.12.
12. Under these provisions, a school can fit an ADA compliant deadbolt and use two motions to first unlock, then unlatch an existing door. Any locking mechanisms installed in new construction or when replacing doors must comply with the single motion unlocking and unlatching.



# Changes to the Glossary

Schools are permitted the option to use a device that does not comply with requirements #3 and #10 above upon written agreement of the local fire department, local law enforcement, and local school district. The remainder of the requirements must be complied with. This device placement is limited to doors in place prior to July 1, 2019.

In addition to school staff, if requested any security locking device that requires a special tool to unlock said tool shall be provided to the local fire department and/or police department.

Anywhere security locking devices are utilized within a building, these locations must be identified in the School Safety Reference Plan.

# Changes to the Glossary

~~Locks requiring special knowledge or tools to unlock are not permitted. This includes the use of keys, combinations, or any special device that has to be removed or activated to allow the door to be open.~~

- ~~1. Bolt locks of any kind are not permitted.~~
- ~~2. Unlatching of doors shall not require more than one motion. Hardware exists that permits two locking features, but one motion to unlock and unlatch that hardware. Think of door hardware on a hotel room. When a person closes the door after entering their guestroom the door automatically locks from the corridor side of the door. There usually exists an option lock a “thumb-turn” dead bolt located just above the door handle. In the morning when that person leaves he/she grabs the door handle turns and in one motion the “thumb-turn” dead bolt is released and the door latch is also released and the door is pulled open. With most of the devices that ISBE, OSFM, and IARSS are seeing it takes two motions: First motion being the removal of the special security locking device and second motion being the turning of the door handle or knob to unlatch and open the door.~~

~~Below are examples of security locking devices that ISBE, OSFM, and ROEs/ISCs have seen and are not compliance with the School Codes/building codes.~~

**(all picture examples have been removed)**

# Changes to the Glossary

Prior to purchasing and installing security locking devices, please confirm with ROEs/ISCs or the OSFM (see contact information below) that the system complies with the School Code.

## Contact Information for Security Locking Systems

Local Regional Office of Education

[www.iarss.org/web-directory](http://www.iarss.org/web-directory)

Cathy Stashak, Section Chief

Office of the Illinois State Fire Marshal

Technical Services Division

[Catherine.Stashak@illinois.gov](mailto:Catherine.Stashak@illinois.gov) (emails are the best form of contact)

312-814-2425.

**Corrected web address**

# Changes to the Checklists

Changes to the Glossary are carried over to all checklists

As a reminder only the approved ROE or Fire Service Checklist discussed in this class is permitted to be used for public school inspections. By law, you cannot use your own FD inspection form.

# Code Questions

For questions related to the codes and standards adopted by the Illinois State Board of Education, including code clarification and interpretation please contact:

Cathy Stashak

[Catherine.Stashak@illinois.gov](mailto:Catherine.Stashak@illinois.gov)



# Inspection Program and Qualification Questions

For additional information or assistance with the School Inspection Program including becoming a Qualified Public School Inspector, the Tier I and Tier 2 programs, registering for classes, or information on hosting a Public School Inspection class please contact:

[Kensie.Proctor@Illinois.gov](mailto:Kensie.Proctor@Illinois.gov)

217-785-4714