

### General Requirements

**IFC 901.6.2 Records Information** - Records of all system inspections, tests, and maintenance required by the referenced standards shall be maintained on the premises for a minimum of three years and shall be copied to the fire code official upon request.

**IFC 901.6.2.1 Records Information** - Initial records shall include the name of the installation contractor, type of components installed, and manufacturer of the components, location and number of components installed per floor. Records shall also include the manufacturers' operation and maintenance instruction manuals. Such records shall be maintained on the premises.

*All documentation should be kept in a central location on-site for review by the fire inspector. Documentation for services arranged or rendered by Facilities Maintenance should be provided to the Principal for inclusion with the on-site records.*

### Fire Safety and Evacuation Documents

**IFC 404.5 Availability** - Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire code official for review upon request.

**IFC 405.5 Record Keeping** - Records shall be maintained of required emergency evacuation drills and include the following information.

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish complete evacuation.

**IFC 406.2 Frequency** - Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be and made available to the fire code official upon request.

## Specific Requirements

Record	Code/Standard	Responsibility
<b>System Inspections, Tests, &amp; Maintenance</b>		
Monthly Emergency Lighting Test	NFPA 101, 7.9.3	School
Annual Emergency Lighting Test	NFPA 101, 7.9.3	Maintenance
Monthly/Annual Emergency Generator Tests	IFC 604.3.2	Maintenance
Monthly Fire Extinguisher Inspection (Tag)	NFPA 10, 7.2.4.1	School
Annual Fire Extinguisher Maintenance (Tag)	NFPA 10, 7.3.4	Maintenance
6 Month Maintenance Kitchen Hood Suppression	NFPA 17A	Maintenance
Kitchen Hood Cleaning (As Needed)	NFPA 96	Maintenance
Annual Alarm Report	NFPA 72, 14.6.2	Maintenance
Annual Sprinkler Report	NFPA 101 9.7.5 & 25.4.3	Maintenance
Annual Fire Hydrant Report	NFPA 25 4.3 & 7.3.2	Maintenance
Annual Inspection of Door Openings	NFPA 101, 15.7.3.3	Maintenance
<b>Emergency Planning and Preparedness</b>		
Fire Safety and Evacuation Plans	IFC 404.5	School
Emergency Evacuation Drills*	IFC 405.5	School
Fire Safety and Evacuation Plan Training	IFC 406.2	School

**\*Emergency Evacuation Drills must be reported online to the State Fire Marshal's Office at [School Reports | Office of the Commissioner of Insurance and Safety Fire \(georgia.gov\)](#).**