



## Superintendent's Circular

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Version 01

### **BUILDING CODES AND FIRE REGULATIONS**

*This Circular will remain in effect unless rescinded or superseded by a subsequent version.*

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 head of school/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. ISD shall issue certificates of inspection for occupancy annually to schools which comply. Schools in noncompliance 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 ISD and the Boston Public Schools and should assist your efforts and those of your staff in maintaining compliance. They must be adhered to throughout the year, 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. Broken furniture must be discarded and not abandoned in the corridor.
4. Teaching and learning is NOT permitted in hallways and stairwells.
5. All doors must be clear of artwork/decorations and functional in case of an emergency.
6. All fire doors must be kept closed at all times, except when students are passing between classes or when they have been modified as part of a new fire alarm system.
7. NO CHAINS OR PADLOCKS ON ANY DOORS IN ANY BUILDING.
8. Bars, chains, or other restricted operations of doors are not authorized at any time.
9. Deadbolts or locks may not be used on connecting classroom doors.
10. Classroom connecting doors can not be blocked (essential egress).

11. Papers and art work hanging from light fixtures must be removed.
12. Using auditorium stages as classrooms is prohibited.
13. Covering classroom heating systems with combustibles (books and papers) is a fire hazard and is NOT permitted.
14. All electrical and boiler rooms must be locked at all times and must not be used for storage.
15. All fire extinguishers must be charged and have a current inspectional tag attached.
16. All gasoline and flammable liquids must be stored in fireproof cabinets.
17. Corridor displays and decorations are limited to bulletin boards and must not cover more than 10% of the total corridor wall space and 20% of classroom wall space.
18. Stairwells and exit doors shall be clear of all flammable materials.
19. Paper materials displayed shall be attached directly to the walls and shall not be permitted to cover an egress door or be placed within five feet of an egress door, unless approved by the AHJ. The ONLY things permitted to be posted on or within 5 feet of a door are (1) evacuation routes and (2) the classroom's emergency folder/kit (3) the SafeMode window cover the classroom utilizes.
20. All rugs, curtains, and furniture must be certified as fire retardant and code compliant.
21. Only electrical appliances authorized by Facilities Management are permitted.

22. Snow blowers and lawn mowers are to be run dry of fuel after each use and before being brought into the building.

23. Classrooms must be kept clean and orderly.

Your cooperation in maintaining the standards outlined above will ensure a quick and successful certification process.

**For more information about this circular, contact:**

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