



3.0 - Building Floor Plans

- Floor Plan Checklist
- Building Floor Plan for Each Location and Floor

FLOOR PLAN CHECKLIST

The following checklist was developed to aid your school in preparing floor plans. Floor plans shall be updated whenever a major modification to the building requires a change in the plan. You are encouraged to use this checklist in reviewing and updating your floor plans.

Floor Plans:

School Review	Item
	School name, address and phone numbers for both the school office and for emergency maintenance included on each page of the floor plans
	Date of drawing
	Submitted electronically (this is preferable) or on white letter, legal or 11" x 17" paper only (no blueprints)
	Typed; minimal shading; no handwriting
	Include a key to define any symbols used
	Compass directions (at a minimum North) clearly noted
	Each floor should be on a separate page
	Site plan view should have street names that surround the facility clearly identified and should indicate muster sites
	Building entrances/exits marked and numbered, with service entrances clearly identified; stairwell locations marked
	Windows shall be graphically shown on the floor plans
	All rooms labeled by room number, or labeled by common use
	Location of water, gas and electrical shutoffs clearly noted
	Location of existing AED, areas of refuge/assistance, fire extinguishers, pull stations, alarm panel, fire plan box, etc.
	Note indicating alternate meeting location (shelter area) for cold weather evacuation

BUILDING FLOOR PLANS

(Must be provided for each floor and site. [Insert your floor plan here.](#))

Example:

