Floor Plan Checklist

DIRECTIONS: *Review each item below. Place a checkmark next to each item that is included on your floor plan.*

Per **OAC 4501:5-1-01**, floor plans shall be electronically submitted to the Department of Public Safety, and **each page** shall include the following:

Included	**Item** *(no exclusions permitted on the below items)*
☐	Only one floor-level per page (i.e. basement, main floor, second floor, etc.) evacuation routes
☐	School/program identifier (name, IRN, and physical address) Information (name, IRN, physical address) on all co-located programs must be included
☐	Navigational tool (i.e. compass, north arrow, alpha phonetic identifiers)
☐	Submitted as only one PDF document
☐	Clear and legible

In addition to the above requirements, we encourage you to coordinate with your local fire department to see if any of the following **Chapter 4 Fire Code** (OAC 1301:7-7-04(D)) items should be included on your floor plan.

Included	Item
☐	Exits (should be clearly marked and numbered/alphabetized)
☐	Primary / secondary evacuation routes
☐ ☐	Accessible egress routes • Areas of refuge • Exterior areas for assisted rescue
☐	Refuge areas associated with smoke barriers and horizontal exits
☐	Manual fire alarm boxes
☐	Portable fire extinguishers
☐	Fire alarm annunciators and controls
☐	Automated external defibrillator devices (AED)