



Edinburg Fire Marshal's Office

210 West McIntyre
Edinburg, Texas 78539

Office: (956) 383-5661 ♦ Fax: (956) 289-1853

TO: Principals and Department Heads

FROM: Richard Drewry, Fire Marshal

DATE: October 5, 2006

RE: Items Addressed by Fire Marshal

1. No open flames at any time in the classrooms. (NO CANDLES!) Fire Code Violation, except for Science and Chemistry Lab experiments.
2. Live Christmas trees inside buildings are prohibited. (Fire Code Violation)
3. All extension cords must not be over 6' long and used for temporary use only; must have an in-line circuit breaker. No household extension cords are allowed in work areas.
4. Use only three prong ground type extension cords in work areas.
5. All doors must be free of flammable materials, inside and outside of the classroom.
6. All exits from the room, including exit windows, must be kept clear of equipment and furniture.
7. Learn the location of the nearest fire extinguisher and know how to use the extinguisher.
8. Use of rubber cement prohibited (FLAMMABLE).
9. Do not hang any items from the ceiling or ceiling tiles.
10. Hallways may not be covered with artwork covering linear walls with more than 20%.
11. Home appliances such as: coffee pots, toasters, heaters and hot plates are prohibited in the classrooms. Recommend refrigerators not be used.
12. Do not hang decorations from fire sprinkler heads.
13. Do not place any thing with 18" of ceiling to allow fire sprinkler heads to work in case of a fire.
14. Fire rated doors cannot be kept open with wooden wedges or door holders.
15. Bales of hay are prohibited on campus, unless certified as treated with fire retardant materials.
16. Scented oil rings heated by lamp bulbs are prohibited.
17. Avoid using Plug-Ins on campus/departments
18. Do not ask students to plug or unplug electrical equipment.
19. Do not bring chemicals and paint to school if you do not have a material Safety Data Sheet required by TDH. Do not borrow chemicals from custodians.
20. Prevent student access to aerosol cans that contain Flammable Propellant.
21. Furniture and curtains used in schools should be made with Fire Retardant Material.

RD:cg