

Fire, Building and ADA Codes

1. Paper can encompass no more than 20% of the total wall space in a classroom.
 - a. Laminated paper is still paper and is counted as part of the 20% rule.
 - b. “Fadeless” color paper usually used on bulletin boards **is** counted as part of the 20% rule.
(Suggestion: consider putting in a work order with your principal for fire-retardant bright paint).
 - c. Paper attached to whiteboards on a wall is still part of the 20% rule.
 - d. Paper that is attached to furniture, such as the front of teacher’s desks, cabinets, etc. **is not** counted in the 20% rule.

2. Non-fire rated fabric is not allowed in classrooms. This includes, but is not limited to:
 - a. Curtains on windows, covering bookcases, in front of sinks, etc.
 - b. Furnishings: bean bag chairs, stuffed chairs, directors chairs, carpet samples, etc.
 - c. Fabric used to cover table legs, bulletins boards, etc.

3. Doors in classrooms must:
 - a. Be closed when nobody is in the room.
 - b. Never be blocked by furniture.
 - c. Always have a clear pathway, 36” wide, *between all doors* (almost like a hallway within your classroom).
 - d. If there are 3 doors in a classroom all doors must maintain a clear pathway.
 - e. Never have furniture within 5’ of a door opening

4. Storage of materials:
 - a. Heating and ventilation sources may not be used as storage areas.
 - b. Overhead storage must be contained and never be larger than the shelf that it sits on.
 - c. Never store items, including tables, chairs, teaching materials and cleaning products, under ADA accessible bookcases and sinks.

5. Cleaning:
 - a. Never bring in your own cleaning products. Schools may only use products that have easily accessible Material Safety Data Sheets (MSDS).
 - b. Middletown Public Schools are in the process of developing an environmentally safe, “green” cleaning program.
 - i. If cleaning materials are needed, please request them from the school custodian.
 - ii. All cleaning products used in classrooms should be non-toxic and non-allergenic.
 - iii. Even “green” cleaning products must be kept out of reach of children.
 - iv. All cleaning products must be stored properly (e.g.: out of site and in a cabinet)
 - c. If you need cleaning assistance due to spills, mud, etc., please notify your office of the problem:
 - i. Immediate action helps eliminate slips and falls, permanent stains, mold, etc.
 - ii. Sometimes rooms require additional cleaning because of foul weather, projects, etc.
Informing your office will allow the school custodian the chance to clean an area that may not be on that day/evening schedule.