



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS  
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Governor

LT. GOVERNOR SHEILA Y. OLIVER  
Commissioner

Directions for filling out the FIRE Safety – School Survey

**\*\*Warning – If you change the column naming in the two tabs your survey will not process correctly and will need to be done again. \*\***

**Each survey is one school and will encompass however many buildings at that school.**

1. Open the attached spreadsheet
2. On the General Information tab, enter the School Name and Street Address
3. Select the County from the drop down
4. Select the City/Town from the drop down
5. Enter the Total # of Buildings
6. Enter the School District (if Applicable)
7. Read the Attestations
8. In the Please Attest column, select the appropriate answer from the drop down
9. Read the Attestations2
10. In the Please Attest3 column, select the appropriate answer from the drop down
11. At this the General Information tab is complete
12. Select the Survey tab
13. In Row 2, Enter the School Name, County, and City/Town
14. Enter the building number (Example you have 3 buildings that make up the school Row 2 will be 1, row 3 will be 2 and so on)
15. For the rest of the columns, please answer the question that is in the header of each column. a. Please note that some of the columns are drop down selections
16. If you have more than one building to report, please tab from the last column AI and it will bring you down to the next row of the table.
17. You need to repeat steps 13 through 16 for each additional building for the school
18. Email the completed spreadsheet to [firesafetyschoolsurvey@dca.nj.gov](mailto:firesafetyschoolsurvey@dca.nj.gov)

If you need assistance with technical data, you can reach out to your local Fire Official, Fire Subcode Official, or Construction Official. If you have any questions regarding this project or survey, or if you believe your school does not fall under the above definition, please feel free to contact me at your convenience. I can be reached at (609)960-3514 or via email at [daniel.timmerman@dca.nj.gov](mailto:daniel.timmerman@dca.nj.gov). Thank you in advance for your assistance in ensuring our students are learning in a safe environment.

Sincerely,

Daniel Timmerman  
Compliance Officer  
Division of Fire Safety

