

Memorandum

To: Georgia School Superintendents

From: Commissioner Gretchen Corbin, Georgia Department of Community Affairs
Commissioner Ralph Hudgens, Office of Insurance and Safety Fire Commissioner
Superintendent Dr. John Barge, Georgia Department of Education

Re: Voluntary Guidelines for Carbon Monoxide Detectors for New and Existing Schools

Date: September 9, 2013

The State Codes Advisory Committee (SCAC) of the Georgia Department of Community Affairs (DCA) in conjunction with the Office of the Insurance and Safety Fire Commissioner and the Georgia Department of Education, have developed the following voluntary guidelines for public and private school systems concerning carbon monoxide detectors in existing and new educational facilities.

These voluntary guidelines are intended to supplement the previous Carbon Monoxide Advisory Memorandum issued to all Local School Superintendents on December 17, 2012.

It is strongly recommended that assessments be made of each new and existing facility as well as facilities currently in the design phase to recognize and evaluate the potential sources of Carbon Monoxide (CO). A list of potential sources of CO developed by the SCAC Task Force on Carbon Monoxide Detectors in Schools is available at the following link: [DCA Carbon Monoxide Detectors for Schools Related Information](#).

Where the assessment indicates potential issues related to CO, a plan of action should be developed to resolve the areas of concern. Assessment resolutions could include equipment replacement, equipment relocation or even installation of CO detection.

If CO detection is part of the resolution, consideration should be given to the type and location of detection devices to be used to achieve the desired coverage results. CO detection types with design consideration items are defined at the following link: [DCA Carbon Monoxide Detectors for Schools Related Information](#).

Regardless of the assessment outcome, school systems should:

- Ensure all fuel burning boilers have been inspected annually as required by law.
- Ensure all other fuel burning equipment is inspected and serviced regularly as recommended by the manufacturer.
- Provide training for school system service personnel on proper maintenance and equipment operation.
- Review existing emergency procedures for building evacuation.
- Ensure school personnel are familiar with the symptoms of CO poisoning. Visit [CDC](#) website.
- Ensure school personnel are familiar with and aware of the emergency plan of action when symptoms of CO poisoning are observed.

Although not required by code, if a determination is made by the local school district, whether public or private, to install a carbon monoxide detection system or individual alarms, the following guidelines should be used:

- Use appropriate CO equipment for the application. There is a difference between residential and commercial detectors.
- CO warning equipment (detectors and/or alarms) should be commercial type and installed by qualified persons.
- CO warning equipment (detectors and/or alarms) are listed as complying with Underwriters Laboratories Standards UL 2034 – *Standard for Single and Multiple Station Carbon Monoxide Alarms* and UL 2075 – *Gas and Vapor Detectors and Sensors* or other approved equal.
- NFPA 720 – *Standard for the Installation of Carbon Monoxide (CO) Detection and Warning Equipment* is an adopted standard by the Safety Fire Commissioner to provide design criteria, installation, testing and maintenance standards.
- If CO equipment is installed, it must be tested, inspected and maintained in accordance with the manufacturer's instructions and the applicable standard.
- Consideration should also be given to the following:
 - Having CO Detection installed in the same room containing permanently installed fuel-fired equipment including but not limited to furnaces and boilers.
 - Having a remote alarm located outside rooms containing CO detectors near the primary entrance door.
 - Having a warning sign posted at all entrances to the rooms containing fuel-fired equipment indicating that a CO detector is in-use and located inside the space.
 - Having a means for notification of detection of CO given as prescribed by the applicable codes and standards.

If CO is suspected in a building, contact your local gas provider and request testing the air for carbon monoxide emissions. You may also want to contact your local fire department to perform a safety inspection.

If you have any questions you may contact the Georgia State Fire Marshal's Office at 800-656-2298 or by e-mail at engineering@sfm.ga.gov. You may also contact DCA's Construction Codes Program at 404-679-3118 or by e-mail at constructioncodes@dca.ga.gov. You may also contact the Facilities Services Unit of the Georgia Department of Education at 404-656-2454 or by e-mail at mrowland@doe.k12.ga.us.