

College Operating Procedures (COP)



Procedure Title: Annual Local Fire Department Inspection and Reporting Process
Procedure Number: 08-0801
Originating Department: Public Safety

Specific Authority:

Board Policy 6Hx6:1.01; 6Hx6:1.02; 6Hx6:7.03
Florida Statute 1001.64; 1001.65; 1013.12
Florida Administrative Code (SREF), Chapter 5, Section 5.1(a) (1)

Procedure Actions: Adopted: 01/01/04 ; Adopted: 07/01/09

Purpose Statement: Public Safety, in conjunction with, Facilities Planning & Management fire inspection and code officials shall establish a procedure and oversee the annual fire inspection. All campus properties, interior and exterior, shall be inspected by local fire authorities within their fire control districts. Public Safety and Plant Operations Supervisor shall oversee correction of any deficiencies found.

Guidelines:

Public Safety, in conjunction with, Facilities Planning & Management fire inspection and code officials shall establish a procedure and oversee the annual fire inspection. All campus properties, interior and exterior, shall be inspected by local fire authorities within their fire control districts. Public Safety and Plant Operations Supervisor shall oversee correction of any deficiencies found.

Procedures:

- I. Annual comprehensive fire safety inspections shall be conducted by a certified local Fire Department Fire Inspector. Every building under campus jurisdiction, whether owned, leased or leased-purchase shall receive an inspection.
- II. Inspections target potential or existing fire safety hazards. Inspections include, but are not limited to; fire-rated doors and walls, non-functioning fire alarm or fire sprinkler systems, doors with padlocks or other locks that preclude egress at any time, hazardous electrical system condition, and other conditions that may be identified as serious by the Inspection authority.

- III. For any deficiencies found, a schedule for the correction of each shall be drawn up and assigned to a Facilities Planning and Management employee or an outside contractor. This will be done as a work order, housekeeping request or project request. After the deficiency is corrected, the time and date and the name of the employee or contractor doing the work shall be noted
- IV. If any deficiencies are found, the local fire inspector shall conduct a re-inspection. When all violations cited by the fire inspector are corrected, the local fire Marshall shall send a letter of official notification to Public Safety stating that all violations have been corrected.
- V. The letter of official notification and the completed inspection report shall be submitted to the District Director of Facilities Planning and Management. One copy shall be retained for its files in the District Wide Compliance binder. Inspection reports are available to the public.