

## College Operating Procedures (COP)



**Procedure Title:** Annual State Requirements for Educational Facilities (SREF) Safety Inspection & Reporting Process  
**Procedure Number:** 08-0803  
**Originating Department:** Public Safety

### **Specific Authority:**

Board Policy 6Hx6:1.01; 6Hx6:1.02; 6Hx6:7.03  
Florida Statute 235.06; 1001.64; 1001.65; 1013.12  
Florida Administrative Code (SREF), Chapter 5, Section 5.1(a) & National Fire Protection Association (NFPA) 101

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

**Purpose Statement:** Public Safety shall establish a procedure for the annual inspection of all campus properties, interior and exterior, by a Fire Safety Inspector certified by the Division of State Fire Marshal.

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### **Guidelines:**

Public Safety shall establish a procedure for the annual inspection of all campus properties, interior and exterior, by a Fire Safety Inspector certified by the Division of State Fire Marshal.

### **Procedures:**

- I. Annual comprehensive fire safety inspections shall be conducted by a certified Fire Safety Inspector or a local certified Fire Department Fire Inspector, in conformance with Florida State Statutes, Section 235.06. Casualty and sanitation inspections shall be performed by person's proficient with applicable rules and standards. Every building under campus jurisdiction, whether owned, leased or leased-purchase shall receive an inspection.
- II. Inspections consist of fire and life safety, casualty and sanitation. Fire and life safety hazards include, but are not limited to; 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. Sanitation and casualty inspections shall include, but are not limited to, inspection of kitchens and food service areas to ensure they have separate sinks in the kitchen for food preparation, utensil washing and hand washing facilities, separation of spaces, fire-rated doors and walls where necessary and safe means of egress.

- 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. The inspection reports shall be submitted to the Board of Trustees no later than June 30 of each year. One copy of the completed inspection report should be forwarded to the person in charge of the facility and shall be retained. Each building of each facility should be accounted for in the inspection form. Inspection reports are to be kept on file in board offices and available to the public.