

College Operating Procedures (COP)



Procedure Title: Building Inspection and Reporting Process
Procedure Number: 08-0815
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 n/a

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

Purpose Statement: The Contract Compliance and Public Safety Officers shall inspect all campus buildings on a routine basis. Inspections are to address, at a minimum, the routine and preventative maintenance and safety of campus buildings and surrounding areas.

Guidelines:

The Contract Compliance and Public Safety Officers shall inspect all campus buildings on a routine basis. Inspections are to address, at a minimum, the routine and preventative maintenance and safety of campus buildings and surrounding areas.

Procedures:

- I. The exterior and interior of the buildings are checked visually for housekeeping infractions and general, fire and life safety code violations. Housekeeping discrepancies include, but are not limited to; carpet stains, stained ceiling tiles and dirty walls. Safety violations include, but are not limited to; non-working emergency lighting and trip and slip hazards.
- II. Work orders or custodial housekeeping requests are written for any violations found. They are then assigned to the proper in-house personnel or outside contractor. Copies are kept in the Public Safety and Facilities Planning & Management Offices. Facilities Planning & Management maintains an electronic tracking of work orders.
- III. Follow up inspections are done to determine if the discrepancies have been corrected. If housekeeping discrepancies have not been completed satisfactorily, the Contract

Compliance officer may have the work performed by other sources and the cost deducted from the contractor's monthly invoice. The Public Safety Officer also follows up on work orders to ensure safety violations have been corrected.

- IV. Work orders for violations are returned after the repair work is completed, along with an explanation of the action taken and signed off by the person doing the work. The completed information is noted in the Work Order Log.