



State Fire Marshal and EH&S Life Safety Annual Inspection Procedures

Document location: www.fgcu.edu/studentlife/healthandsafety/ehs/index.aspx

Purpose:

Establish procedures to ensure reliability, accountability, and timely abatement of violations cited by the State Fire Marshal.

Environmental Health and Safety (EH&S) Standards and Practices:

EH&S will accompany the inspector(s) during inspections and re-inspections of University facilities and disseminate reports as follows:

- Document results on an inspection report and forward a copy to the responsible department or individual along with a definite yet reasonable, deadline for correction of any discrepancies noted.
- Schedule a meeting with all involved department(s) or individual within one week of receipt of the inspection report, if deemed necessary.
- Coordinate the filing of Plans of Corrective Actions and monitor the timely completion.
- Correct or coordinate the corrections of all violations; operational, maintenance and/or design violations.
- Conduct follow-up inspections or spot checks to ensure that corrections have been made.

Outstanding Corrections:

EH&S will maintain a file of outstanding corrections. These outstanding corrections must have received approval from the Inspecting Authority for a plan of corrective action, to correct violations that are difficult, expensive, or require major repair or modification which may delay correction.

Record Keeping:

EH&S will maintain files of all inspection documents.

Physical Plant Department and/or Housing and Residence Life Standards and Practices:

The Physical Plant and Housing will cooperate with EH&S and external fire safety regulatory agency inspectors. If deemed necessary, the Physical Plant and Housing will have a representative participate in the inspection.

The Physical Plant and Housing will:

- Comply with all fire safety inspections conducted by external regulatory agencies with or without EH&S participation. A copy of the regulatory agency inspection report will be provided to Physical Plant, Housing, and EH&S.
- Place a 'high priority' on correcting maintenance related fire safety discrepancies within the established deadline.
- If repairs or maintenance cannot be completed on time, submit a plan of action and notify EH&S of when the repairs or maintenance will be completed.
- If the repair or maintenance is beyond the capability of Physical Plant or Housing due to complexity or cost, submit a request for correction to Facilities Planning or contract directly with an approved subcontract, copying or notifying EH&S of the plan of action.

Responsible Department or Individual Standards and Practices:

The responsible department or individual will cooperate with EH&S and external regulatory agency inspectors. If deemed necessary, the responsible department or individual will have a representative participate in the inspection.

The responsible department or individual will:

- Comply with all fire safety inspections conducted by external regulatory agencies and EH&S.
- Within the established deadline, notify EH&S of the date each discrepancy was corrected, and/or submitted a plan of action with a time table for correction of outstanding discrepancies.
- Submit a request, which explains why the deadline cannot be met, for an extension anytime that a deadline cannot be met.
- Contact Physical Plant to have work orders issued to correct deficiencies which require building repair or maintenance. Indicate that the repair or maintenance needed is a safety discrepancy to prioritize the request.
- Send a copy of the work order confirmation to EH&S.
- Notify EH&S via email upon completion, for a follow up inspection.

Facilities Planning Standards and Practices:

Facilities Planning will cooperate with EH&S and external regulatory agency fire safety inspectors. Though seldom warranted, if a repair or maintenance is beyond the capability of the Physical Plant due to complexity or cost, Facilities Planning must:

- Develop plans, find appropriate funding, and initiate a project to correct safety discrepancies.
- Notify Physical Plant, EH&S and the affected department of the plan of action and the time line for completion.