

Number: BD-010

Title: Safety Inspections of Existing Facilities

Effective Date: 11/1/04

Keywords: Fire Safety, Casualty, Sanitation, Educational, Auxiliary, Ancillary

Revision Date: 4/18/16

Approved

By: Thomas Hogarth

Contact Name: Thomas Hogarth

Contact Number: 561-383-2078

Contact E-mail: thomas.hogarth@palmbeachschools.org

Purpose:

To provide for the safety, comfort and health of occupants in existing educational, auxiliary and ancillary facilities.

Scope:

Annual fire safety, casualty and sanitation inspections on new construction, remodeling and renovations begin one year after the facility has been occupied. All district-owned, leased-purchased and leased permanent buildings as well as relocatable buildings, auxiliary and ancillary facilities will be inspected annually. These facilities must comply with minimum casualty and sanitation standards as specified in Chapter 5, State Requirements for Educational Facilities (SREF). In addition, under the provisions of the Division of State Fire Marshal rule 69A-58, NFPA 1 and NFPA 101, fire safety inspectors from the District will conduct an annual fire safety inspection of district facilities. Inspectors from the local fire control authority are encouraged to attend.

Procedure:

1. District fire safety inspectors visit assigned facilities every year reviewing each building for compliance with the provisions of all applicable codes.
2. As discrepancies are uncovered, citations are written to track the status of the discrepancy. Citations consist of a reference number, the applicable code, FISH room and building number, a description of the deficiency and the number of times it was previously cited. These citations are compiled into a DRAFT report. The DRAFT report contains both new and prior year citations.
3. At the conclusion of the inspection, a copy of the DRAFT report and a FISH map are sent to the school principal and Maintenance & Plant Operations for corrective action.
4. Approximately two to three months after the Draft report is sent, a district fire safety inspector schedules a follow-up meeting at the school with the principal, Maintenance and Plant Operations and Program Management. The purpose of the meeting is to review the DRAFT report and determine which deficiencies have been corrected and which remain open. In addition, M&PO and Program Management representatives provide an estimated completion date for those deficiencies that remain open.
5. After proper verification, the inspector removes all corrected items from the report.
6. The FINAL report contains the following information:
 - a. The name of the school district.
 - b. The name of the local fire authority.
 - c. The name and address of the facility.
 - d. The FISH number of the facility.

- e. The name, address and telephone number of each inspector.
 - f. The date of the inspection.
 - g. The established correction date of each violation.
 - h. The total number of serious life safety hazards.
 - i. The total number of non-serious life safety hazards.
 - j. Statements that both the district and/or the local authority having jurisdiction has or has not complied with Section 1013.12, F.S.
 - k. Verification that the required fire drills have or have not been completed.
 - l. The signature of the District fire safety inspector.
 - m. The signature of the municipal or county fire safety inspector if a joint inspection was performed.
7. Inspections are annually certified by electronically entering the required information in the “Public School Fire Safety Report System” data base by June 30th of each year.
8. Each fiscal year reports for all facilities are sent to the School Board for approval. Once approved the final reports are submitted to the local fire control authority to arrive by June 30th of each year.