


Tarleton State University
**Monthly Fire and Life
Safety Inspection Program**

Program Name: Fire and Life Safety Inspection Program
Department Name: TSU Risk Management & Compliance

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|  | Tarleton State University | | |
| | Risk Management & Compliance | Program: | Monthly Fire and Life Safety Inspection Program |
| | | Doc. No.: | FIRS-04-L2 |
| | | Rev No: | 1 |
| | Level 2 | Date: | |
| Dept.: | | TSU Risk Management & Compliance | |

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Concurrence and Approval

This document was developed for use by all Tarleton State University Employees and has been reviewed and approved by the following approvers.


Document Custodian:

Brandon Lockenour, Environmental Health & Safety Specialist


Approval:

09/01/2017

Date

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| Revision Number | Effective Date | Description of Change |
|-----------------|----------------|---|
| 001 | 09/01/2017 | Initial document release under new document and record control guidance |

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Tarleton State University Monthly Fire and Life Safety Inspection Program

Tarleton State University is dedicated to the protection of its employees from workplace injuries. All Tarleton employees have the responsibility to ensure a safe workplace by practicing and assisting in fire prevention. The following information is provided to assist Tarleton State University with meeting requirements for building fire and life safety inspections.

I. Scope and Purpose

To establish procedures regarding building fire and life safety inspections to help identify and correct potentially unsafe practices and conditions in Tarleton State University facilities.

This program addresses building inspections, follow up inspections, and reporting of inspections and shall apply to Tarleton personnel who conduct inspections in Tarleton facilities.

II. Responsibilities


Departments affected by this program may include, but are not limited to:

- Facilities (SSC)
- Risk Management and Compliance
- Telecommunications
- Residential Living & Learning
- Environmental Services (SSC)

A. The Tarleton Department of Risk Management and Compliance will:

1. Assist with training as appropriate
2. Monitor program compliance


B. The employee will:

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1. Follow guidelines described in this program and other required programs to assure complete inspections are conducted.
2. Make known to his/her supervisor any deficiencies when required.
3. Perform all work safely, in accordance with applicable codes, standards, rules and regulations.
4. Maintain all documentation and records of inspections.

III. Procedures

- A. Monthly fire and life safety inspections are conducted by Risk Management and Compliance (RMC) and Facilities Maintenance (SSC) in applicable Tarleton Facilities.
- B. Fire and life safety concerns evaluated by inspection personnel include but are not limited to:
 - Access to facility for emergency responders
 - Means of egress and verifying that egress components are unobstructed and in working condition
 - Electrical safety
 - Storage of materials
 - General housekeeping
 - Presence of ignition sources
 - Emergency lighting
 - Fire detection/suppression equipment
 - Fire and smoke spread
- C. An inspector must sign the Building Inspection Log after returning each day from performing inspection activities. The log requires the inspector to document that inspections were completed and recorded within the iforms program.
- D. Any deficiencies corrected during an inspection will be noted within iforms.
- E. Deficiencies that cannot be mitigated at the time of inspection will be submitted to SSC through the work order system or sent by email to the appropriate representative.
- F. Work orders submitted will be tracked through the work order system.

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- G. Follow up inspections will be conducted by RMC during the next month's inspection to ensure timely completion or remediation of deficiencies noted.
- H. Reoccurring non-facility deficiencies will be addressed with the individual(s) at fault. If deficiencies are not corrected by the following month's inspection, the notification will be elevated to the applicable Director, Department Head, Building Manager or College Dean.
- I. Extraordinary reoccurring circumstances or special considerations may be reviewed by the Director of Risk Management and Compliance, the Director of Facilities Maintenance, the Environmental Health and Safety Specialist and the applicable Department Head.
- J. Reoccurring deficiencies related to facilities that are not corrected by the next month's inspection will be forwarded to the Director of Risk Management and Compliance and the Director of Facilities Maintenance.
- K. A monthly report is submitted by the Risk Management Technician to the Director of Risk Management and Compliance, the Director of Facilities and Special Events and the Director of Facilities Maintenance by the 15th day of the following month. This report documents the buildings inspected, any noted deficiencies and the SSC work order number (if applicable).

Related Statutes, Policies, or Requirements

[TAMUS Risk Management Procedure 24.01.01](#)

National Fire Protection Association:

- NFPA 1: Fire Code
- NFPA 101: Life Safety Code