


Tarleton State University

Fire and Life

Safety Inspection Program

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

Doc. No.: FIRS-04-L2
Rev. No.: 3


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	Level 2	Date:	08-January-2020
Dept.:		TSU Risk Management & Compliance	

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

Document Custodian:

Hector C. Davis, Environmental Health & Safety Coordinator

Number	Change Date	Description of Change
001	09/01/2017	Initial document release under new document and record control guidance
002	09/24/2018	Revision of inspection process and schedule
003	01/08/2020	Revision of inspection process and schedule

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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
- Residence Life
- 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:

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 required documentation and records of inspections


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Procedures

- A. For each campus building, a general monthly inspection will be performed to evaluate:
- Emergency/exit lights
 - Fire extinguishers
 - AEDs
 - Exit/egress
- B. Full building inspection frequency is established by using the Fire and Life Inspection Prioritization chart and Priority Inspection Frequency table attached in Appendix A. Inspections will be conducted in accordance with adopted codes and standards at the time of inspection. Items evaluated during inspections 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
 - Fire detection/suppression equipment
 - Fire and smoke spread
- C. The building hazard classification categories are defined in NFPA 101, 6.2.2 and determined by the University's Authority Having Jurisdiction (AHJ).
- 1 For the purposes of this standard operating procedure, the AHJ is the Fire and Life Safety Officer.
 - 2 A master building inspection frequency list is kept in the Risk Management and Compliance Office.
 - 3 Inspection frequency as directed by this section can be adjusted (increased or decreased) by the AHJ with authorization of the Director of Risk Management and Compliance or designee, and must be documented on the master building inspection frequency list.

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- D. For the general monthly inspections in all campus buildings, the 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 electronic inspection software program.
- 1 Any deficiencies corrected during an inspection will be noted within the electronic inspection software program.
 - 2 Deficiencies that cannot be mitigated at the time of inspection will be:
 - If facilities related, submitted to SSC through the work order system
 - If tenant related, sent by email to the appropriate representative.
- E. For full building inspections, the inspector must sign the Full Building Inspection Log after returning each day from performing inspection activities. The log requires the inspector to document that inspections were completed and recorded on the paper form generated by the office of Risk Management & Compliance.
- 1 Any deficiencies corrected during an inspection will be noted within the electronic inspection software program.
 - 2 Deficiencies that cannot be mitigated at the time of inspection will be:
 - If facilities related, submitted to SSC through the work order system
 - If tenant related, sent by email to the appropriate representative.
- F. Work orders submitted will be tracked through the work order system.
- G. Residence Life will conduct room by room inspections in residence halls a minimum of once per full semester (Spring/Fall). The Risk Management & Compliance building inspection checklist has been provided to Residence Life as a guide to use during their inspections. Follow up and retention of records for these inspections will be in accordance with the Operations Manual maintained by Residence Life.

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H. Follow Up Inspections (Risk Management)

- a If a deficiency is found, follow up inspections are conducted. Follow inspections will be conducted at the following intervals until original deficiencies are corrected:


General Monthly Inspections

- 1 Inspectors will perform follow up on previously noted discrepancies each month (during inspections) until issues are corrected.
- 2 If issues are still present, the appropriate party will be notified and an additional follow up will be performed the following month
- 3 In the event an issue goes uncorrected for more than three months, it will be elevated to the SSC contract administrator if facilities related or to the applicable Director, Department Head or Dean if staff/faculty related.

Full Building Inspections

- 1 +/- 60 days from original report date.
- 2 If issues are still present, the appropriate party will be notified and an additional follow up will be performed in +/- 30 days
- 3 In the event an issue goes uncorrected for more than +/- 90 days, it will be elevated to the SSC contract administrator if facilities related or to the applicable Director, Department Head or Dean if staff/faculty related.

- I. Extraordinary, egregious, reoccurring circumstances or special considerations may be reviewed by the Director of Risk Management and Compliance, the Director of Facilities Services, the Manager of Environmental Health and Safety, and the applicable Department Head.


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Related Statutes, Policies, or Requirements

[TAMUS Risk Management Procedure 24.01.01](#)

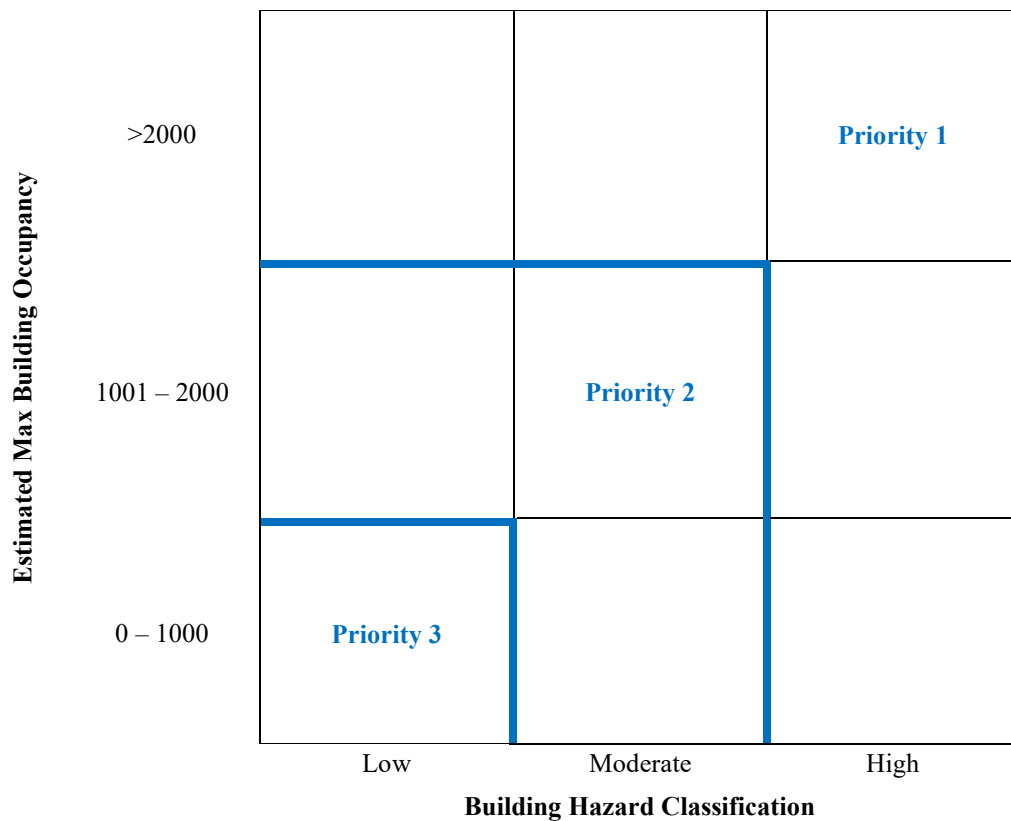
National Fire Protection Association:

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

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APPENDIX A

Fire & Life Inspection Prioritization



Priority Inspection Frequency

Priority	Risk Category	Inspection Frequency
1	High Risk	Annually
2	Moderate Risk	2 year
3	Low Risk	3 year