



Environmental Health & Safety Policy & Procedure #6

TITLE **CORRECTIVE ACTION PROCEDURES FOR STATE FIRE MARSHAL ANNUAL INSPECTION REPORTS**

OBJECTIVE AND PURPOSE Establishes the procedures to ensure the reliable, accountable, and timely abatement of violations cited by the State Fire Marshal (SFM).

RESPONSIBILITY **ACTION**

ENVIRONMENTAL HEALTH AND SAFETY

- ◆ Maintain schedule and accompany the State Fire Marshal during the inspection and re-inspection of all buildings under the State Fire Marshal's jurisdiction.
- ◆ Retain all records of SFM reports and monitor timely correction of violations.
- ◆ Upon receipt of the SFM formal report, tentatively assign responsibility for the corrections of violations to Housing, Maintenance, Facilities, EH&S, or to occupants, Deans/Dept. Heads, or Building Safety Personnel as appropriate.
- ◆ Coordinate the filing of Plans of Corrective Actions and monitor the timely completion.

FACILITIES PLANNING

- ◆ Receive all violations requiring substantial outlay of capital funds and/or engineering design.
- ◆ Complete a Plan of Corrective Action, when required, and return it to EH&S for submittal and approval by the SFM.
- ◆ Advise EH&S, in a timely manner, of any Plan of Corrective action that cannot be completed as stated.

PHYSICAL PLANT

- ◆ Receive all violations issued because of maintenance requirements or non-compliance with applicable codes through the work order system
- ◆ Submit a report to EH&S within the time specified by the SFM letter indicating the date of correction and the individual performing the corrective action.
- ◆ Furnish a request for extension memo to EH&S for each item requiring more than 45 days for correction.

HOUSING & RESIDENTIAL LIFE

- ◆ Receive all violations for all buildings associated with Housing and Residential Life.
- ◆ Coordinate the correction of all violations, operational, maintenance, and/or design in Housing areas.
- ◆ Submit a report to EH&S within the time specified in the SFM letter indicating the date of correction and the individual performing the corrective action.
- ◆ Provide a request for extension to EH&S for each item requiring more than 45 days for correction.

Issued By: T. Geleta	Date Issued: 04/01/01	Date Revised: 6/4/2013	Effective Date: 04/01/01
APPROVED:	Vice President	Associate V.P.	Director

**OCCUPANT
DEAN / DEPT HEAD
BLDG SAFETY
PERSONNEL**

- ◆ Receive details about the nature of the violation through standard correspondence.
- ◆ Address violations as specified by the SFM within the given time.
- ◆ Report corrective action to EH&S within the given time.

REFERENCE

- ◆ FL State Statute 633.085