



## Environmental Health & Safety Policy & Procedure #6

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

**OBJECTIVE AND PURPOSE:** Establishes the procedures to ensure reliability, accountability, and timely abatement of violations cited by the State Fire Marshal (SFM).

**RESPONSIBILITY:** **ACTION**

**ENVIRONMENTAL HEALTH & SAFETY**

- ◆ Upon receipt of the SFM formal report will tentatively assign responsibility then mail out the report to the respective departments; H (Housing), M (Physical Plant), O (occupant), S (EH&S), or P (Facilities Planning).
- ◆ Will schedule a meeting with all involved departments within one week of receipt of the SFM report.
- ◆ Coordinate the filing of Plans of Corrective Actions and will monitor the timely completion.
- ◆ Enter corrections into the state database within 60 days of issuance.
- ◆ Maintain all records of SFM reports and monitor the timely corrections.
- ◆ Accompany the State Fire Marshal in the inspections and re-inspections of all buildings.
- ◆ Correct or coordinate the correction of all violations, operational, maintenance and/or design.

**FACILITIES PLANNING**

- ◆ Receive all violations requiring substantial capital outlay of funds and or engineering design.
- ◆ Complete a Plan of Corrective Action, when required, and return it to EH&S for submittal and approval from 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.
- ◆ Submit a report to EH&S within 45 days 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 to correct.

**HOUSING**

- ◆ Receive all violations issued to the Housing areas.
- ◆ Assist EH&S to correct or coordinate the correction of all violations, operational, maintenance, and/or design in the Housing areas.
- ◆ Submit a report to EH&S within 45 days 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 to correct.

**REFERENCE:** Chancellor' Memorandum CM.N-18.00-09/97, FL State Statute 633.085

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