# UNIVERSITY OF ROCHESTER ENVIRONMENTAL HEALTH & SAFETY

Policy No.: FS040	Approved by: Mark Cavanaugh		
<b>Title: OFPC Fire Inspection Reporting Procedure</b>	Date: 6/30/2022		
Revision No.: 2	Page 1 of 2		
Prepared by: Justin Carlson	Reviewed 6/30/2022 – No changes.		
EH&S Department Use Only: Yes _X_ No	UR Website: X Public Restricted		

#### I. PURPOSE

This policy/procedure establishes the reporting of inspections and violations found during the Office of Fire Prevention and Control (OFPC) inspections.

## II. PERSONNEL AFFECTED

Fire Safety Staff River Campus Facilities ESM Facilities Medical Center Facilities

## III. DEFINITIONS

FSS- Fire Safety Specialist FSI – Fire Safety Inspector OFPC- Office of Fire Prevention and Control

#### IV. RESPONSIBILITIES

The FSS is responsible for the escorting the NYS OFPC representative during their inspections. When FSS is unavailable the FSS shall assign this to a FSI or request support from Facilities.

## V. PROCEDURES

- 1. When a violation is found, write down room number and short description of violation. (See Appendix 1)
- 2. The FSS can confiscate objects that are in violation of fire code and the Facilities Representative shall leave a note for the occupant.
- 3. The violations found shall be entered into the excel OFPC form found in the blank forms section in the I-drive. I:\fire\Blank Forms\Inspection Forms (See Appendix 1). There shall be one form for each building.
- 4. The completed excel OFPC form shall be emailed to:
  - a. Facilities Area Managers,
  - **b.** the Director of Facilities,
  - c. the Associate Vice President of Facilities.
  - **d.** the Preventative Maintenance Administrator,
  - e. the University Fire Marshal, and
  - **f.** the Assistant Director of Facilities Operations.

## VI. REFERENCES

N/A

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# VII. APPENDICES/FORMS

Appendix I – OFPC Violation Form

# Appendix 1

			Initial Inspection		Re-Inspection
Number	Location	Violation Discription	Date	Status	Date
Number	Location	Violation Discription	Date	Status	Date

# VIII. REVISION HISTORY

Date	Revision No.	Description
11/24/2014	New	Initial development of policy
6/21/2016	1	Clarification of procedure
6/10/2019	2	Clarification of procedure
6/30/2022	N/A	Triennial review – no changes.