I. PURPOSE
This procedure establishes the proper steps to complete a comprehensive fire safety inspection in University of Rochester owned buildings or leased spaces. This procedure will also be used for inspecting tents used for special events at the University.

II. PERSONNEL AFFECTED
Fire Safety Specialist and Fire Safety Inspector II positions at the University of Rochester
Facilities Area Manager
Building landlords/representative

III. DEFINITIONS
N/A

IV. RESPONSIBILITIES
The EH&S representative will notify Facilities Area Managers or the building representative of the forthcoming inspection and ask if they would like to join you for the inspection. Obtain and understand the material listed on the Fire Safety Inspection form for completion. Know what to look for by understanding the applicable codes and standards. Have the necessary tools: flashlight, pen, and clipboard, building keys. Follow up with the Area Managers with your findings, and ensure proper remediation of the findings.

V. PROCEDURES
A. Notify Facilities Area Managers or building representative an inspection is taking place in their area; ask them if they would like to join you during the inspection to ensure that they are properly aware of the findings.

B. Pick a starting point that is logical to the building. Always start at the very top, or the very bottom. Choose a route that easily gets you through the building without a lot of backtracking or searching.

C. When in non-resident buildings, knock on all doors, and announce yourself and your intentions. If the room is open and not occupied, knock first and announce yourself, then enter and do the inspection. If the room is locked, and no one answers, use your key to open the door. If the room is occupied, tell the occupant you are doing an inspection, and ask if you may enter at this time. If the occupant has a legitimate reason to not do a quick inspection, inform them you will be back to complete it before you leave the building.

D. If you are in a resident hall, you should have a representative from Residential Life with you to make entry into the individual rooms. Never enter an individual room or dwelling unit by yourself. If the room is open and not occupied, knock first and announce yourself, then enter and do the inspection. If the room is locked, and no one answers, use your key to open the door. If the room is occupied, tell the occupant you are doing an inspection,
and ask if you may enter at this time. If the occupant has a legitimate reason for you not do a quick inspection, inform them you will be back to complete it before you leave the building.

E. When inspecting, check wall-to-wall, floor to ceiling, use your flashlight in low light situations. Be aware of the situational differences between the buildings you are inspecting. Residential halls: pay particular attention to excessive decorations, candles, and cooking appliances, while in the rest of the buildings you are concentrating on extension cords/cube taps, blocked exits, excessive storage.

F. Mechanical room inspections can be treated the same throughout the buildings; examples of violations are: combustible storage, flammable storage, modified/unsafe wiring, fire breaches and open junction boxes.

G. At the completion of the inspection, an inspection form shall be filled out and a copy is to go to the appropriate Building Managers, landlord or building representative and a copy filed for later review during the re-inspection. Meet with the appropriate entities to ensure the violations are understood and a plan for remediation is in place.

H. Depending on the severity of the violations, re-inspection should be scheduled fifteen (15) to thirty (30) days from the completion of the inspection. At this time, inspect to ensure noted violations have been corrected. Any immediate life safety hazard needs to be corrected immediately or appropriate compensatory measure instituted.

I. Upon successful completion of the inspection process where no violations exist, the inspection form stating there are no violations and the date should be placed in the building file.

J. Tents used for special events on University properties shall be inspected by the FSU after it is erected, and prior to it being occupied. A “Special Event Checklist” form (Appendix B) shall be completed and filed for each tent that is being used.

K. The Laboratory Safety Unit inspects laboratories within the University regularly; this inspection incorporates fire safety concerns, and follow up.

VI. REFERENCES
Fire Code of New York State 2015 edition
NFPA various standards

VII. APPENDICES/FORMS
A. Fire Safety Inspection Form
B. Special Events Checklist
VIII. REVISION HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/2011</td>
<td>1</td>
<td>Minor changes in format, spelling, etc.</td>
</tr>
<tr>
<td>6/24/2016</td>
<td>2</td>
<td>Review and update of policy</td>
</tr>
</tbody>
</table>
Appendix A - Fire Safety Inspection Report
University of Rochester
Environmental Health & Safety
Fire Marshal’s Office

Inspection of: ________________________________

Inspected by: ________________________________

Date of Inspection: ___________________________

EXTerior

Is this premise readily accessible from public roads? Yes ( ) No ( )

Comments: __________________________________________

(If No to the above question) Are access roads and/or fire lanes provided and adequately maintained to provide accessibility for emergency and fire department services: Yes ( ) No ( )

Comments: __________________________________________

Are there any obstructions or parked motor vehicles on these fire lanes or access roads? Yes ( ) No ( )

Comments: __________________________________________

Are all exterior stairs, balconies, fire escapes or ladders free of obstructions, maintained free of rust and in safe operable condition? Yes ( ) No ( ) NA ( )

Comments: __________________________________________

Are all entrance and/or exit doors maintained free of ice and snow? Yes ( ) No ( ) NA ( )

Comments: __________________________________________
Are fire department connections conspicuously identified, maintained readily accessible for fire department use, designed or adapted to fit the equipment specifications of the local fire department? Yes ( ) No ( ) NA ( )

Comments:

Are fire hydrants readily accessible at all time being free of obstructions, such as, but not limited to, vehicles, fencing and snow: Yes ( ) No ( ) N/A ( )

Comments:

Are fire hydrants inspected at least annually to insure proper operation thereof? Yes ( ) No ( ) NA ( )

Comments:

Are there combustible waste, refuse and/or large quantities of dry vegetation, which by reason of their proximity to the building would constitute a fire hazard or contribute to the spread of fire? Yes ( ) No ( ) NA ( )

Comments:

INTERIOR

In your opinion as a code enforcement official, does this building represent an imminent danger to life and safety as a result of structural instability, fire, explosion, or other hazards? Yes ( ) No ( ) NA ( )

Comments:

In your opinion as a code enforcement official, should the occupants of this building or structure be evacuated from the premises thereof? Yes ( ) No ( ) NA ( )

Comments:
### Exiting requirements:

Are all corridors, hallways, stairways, aisles and passageways maintained free of all obstructions that may impede a free egress from the building? Yes ( ) No ( ) NA ( )

Comments:

---

Are there any locks, chains or other fastening devices on any exit doors that would prevent free escape from this building? Yes ( ) No ( ) NA ( )

Comments:

---

Are all interior and exterior exits adequately lighted at all times when the building is occupied? Yes ( ) No ( ) NA ( )

Comments:

---

Are exit signs maintained cleaned and legible, unobstructed by decorations, furnishings, or equipment and illuminated at all times? Yes ( ) No ( ) NA ( )

Comments:

---

Are indicating directional signs placed in every location where the direction of travel to reach the nearest exit is not immediately apparent? Yes ( ) No ( ) NA ( )

Comments:

---

In buildings provided with elevators, are elevator-warning signs provided and located at elevator landings advising the occupants to use stairways during a fire emergency? Yes ( ) No ( ) NA ( )

Comments:

---

Are all doors and opening protectives in fire walls, fire separations and smoke stops maintained in good working order including all hardware necessary for their proper operation? Yes ( ) No ( ) NA ( )

Comments:
Are all fire-exit-doors and smoke-stop-doors kept closed at all times, except for those equipped with approved automatic releasing devices? Yes ( ) No ( ) NA ( )

Comments:

Are any exit doors, stair exit doors, smoke stop doors or openings in fire walls held open by heat actuated self-closing devices or door stops, wedges or other non-automatic devices? Yes ( ) No ( ) NA ( )

Comments:

If facilities for handicapped are provided in this building, are all ramps, doors, handrails, elevator controls, telephones and similar facilities maintained in a safe and operable condition? Yes ( ) No ( ) NA ( )

Comments:

**Appliances and services:**

If natural gas is used, is there an easily accessible shutoff valve or cock provided in close proximity to, and ahead of every gas appliance or outlet for a gas connection? Yes ( ) No ( ) NA ( )

Comments:

Are spaces in which gas meters are located maintained accessible, ventilated and dry? Yes ( ) No ( ) NA ( )

Comments:

Is there any odor of natural gas present in this building or structure? Yes ( ) No ( ) NA ( )

Comments:

**Note:** If yes to the above question, notify local utility immediately.
Are all heating equipment and associated burners maintained to be safe to persons and property in accordance with generally accepted standards?  Yes (  )  No (  )  NA (  )

Comments:

______________________________________________________

Are spaces containing fuel-burning equipment provided with an air supply for combustion and ventilation of the enclosure?  Yes (  )  No (  )  NA (  )

Comments:

______________________________________________________

Does all equipment with moving parts have appropriate guards in place to prevent entrapment or injury?  Yes (  )  No (  )  NA (  )

Comments:

______________________________________________________

Are all safety devices on heat producing equipment and pressure vessels maintained in a safe operating condition?  Yes (  )  No (  )  NA (  )

Comments:

______________________________________________________

Are there any combustible materials stored near or within enclosures containing heat-producing equipment?  Yes (  )  No (  )  NA (  )

Comments:

______________________________________________________

Are chimneys, smokestacks, flues, gas vents, smoke pipes and connectors maintained free of rust, cracks and leaks in accordance with generally accepted standards?  Yes (  )  No (  )  NA (  )

Comments:

______________________________________________________

Are incinerator or compactor rooms secured to prevent tampering by unauthorized persons?  Yes (  )  No (  )  NA (  )

Comments:
If electric baseboard heating is used, are radiation fins maintained free of dust and other combustibles? Yes ( ) No ( ) NA ( )

Comments:

Are electrical panels, junction boxes, conduit and wiring maintained so as to be firmly secured to the surfaces on which they are mounted? Yes ( ) No ( ) NA ( )

Comments:

Are over current protection devices maintained accessible and in safe operating condition being without locks or fastening devices locking them in the on position? Yes ( ) No ( ) NA ( )

Comments:

Are electrical extension cords running through holes in walls, ceilings or floors, doorways, windows or similar openings, attached to building surfaces; or concealed behind walls or above ceilings, under floors or floor coverings, or being used in a manner as to be deemed a hazard? Yes ( ) No ( ) NA ( )

Comments:

Are all electrical panel boxes, junction boxes, receptacles and switches covered with faceplates? Yes ( ) No ( ) NA ( )

Comments:

If commercial cooking equipment is used in this building, are hoods, grease removal devices, fans, ducts, and other devices maintained clean and free of grease and other residue? Yes ( ) No ( ) NA ( )

Comments:
Are there any appliances or lights being used in this building that are banned, or not approved?
Yes ( ) No ( ) NA ( )

Comments:

If commercial cooking equipment is used in this building, are there fixed automatic fire extinguishing systems in range hoods maintained in proper operating condition with manufacturer’s instructions for manual operation posted conspicuously in the kitchen? Yes ( ) No ( ) NA ( )

Comments:

Fire protection and detection:

Are fire dampers in ducts maintained so as to be operable? Yes ( ) No ( ) NA ( )

Comments:

Are there any unsealed holes, or breaches within a firewall or fire barrier in this building? Yes ( ) No ( ) NA ( )

Comments:

If sprinkler systems are installed in this building, are such sprinkler systems tested on an annual basis? Yes ( ) No ( ) NA ( )

Comments:

If a sprinkler system is installed in this building, are valves controlling the supply water to the sprinklers secured in the open position or electronically supervised in accordance with general accepted standards and readily accessible and free of obstructions at all times? Yes ( ) No ( ) NA ( )

Comments:
If a sprinkler system is installed in this building, are supports for piping and other equipment structurally sound and portions of the system that are subject to freezing appropriately protected? Yes ( ) No ( ) NA ( )

Comments:

If a sprinkler system is installed in this building, are materials stored so as not to interfere with the effective discharge of water from sprinkler heads? Yes ( ) No ( ) NA ( )

Comments:

If a standpipe system is installed in this building, are hose connections conspicuously identified, located for easy accessibility and installed to provide for quick and easy use of equipment? Yes ( ) No ( ) NA ( )

Comments:

If a standpipe system is installed in this building, is the main water supply valve in the open position, accessible at all times and free of any obstructions? Yes ( ) No ( ) NA ( )

Comments:

If provided, are portable fire extinguishers of the appropriate type and size in accordance with the hazard involved and clearly visible in their designated locations? Yes ( ) No ( ) NA ( )

Comments:

Are fire alarm pull stations maintained in proper operating condition, unobstructed, and in full view at all times? Yes ( ) No ( ) NA ( )

Comments:

Are all heat, fire and smoke detectors maintained in a proper operating condition? Yes ( ) No ( ) NA ( )

Comments:
Fire prevention

If elevators exist in this building, are hoistways and pits maintained free of rubbish or other debris? Yes ( ) No ( ) NA ( )

Comments:

If elevators exist in this building are machine rooms free of oily and greasy clothes, rags and other combustible materials and articles or materials not necessary for the maintenance of such equipment? Yes ( ) No ( ) NA ( )

Comments:

Are all interior access openings to hoist ways and shafts that are of sufficient size to allow a person to enter clearly and permanently marked to indicate that such access openings are hoist ways or shafts? Yes ( ) No ( ) NA ( )

Comments:

Are volatile, flammable liquids and substances that will produce explosive mixtures being discharged into sewage and/or storm drainage system? Yes ( ) No ( ) NA ( )

Comments:

Are all chemicals stored in a manner that is acceptable to applicable standards? Yes ( ) No ( )

Comments:

Is there evidence of throwing or placing of ignition sources within the building? Yes ( ) No ( )

Comments:
Appendix B - Fire Safety Special Events

University of Rochester
Environmental Health & Safety
Fire Marshal’s Office

Event Name: ________________________________ Date: ________________

EH&S Inspector: ___________________________ Date: ________________

1. Propane used for any part of this function
   YES: □ NO: □
   a. If yes, permit obtained from the city
      YES: □ N/A: □

2. Flame Resistance Certificate
   YES: □ NO: □

3. Combustible Material >20’ from tent
   YES: □ NO: □

4. “No Smoking” signs posted
   YES: □ NO: □

5. Open or Exposed Flam >20’ from tent
   YES: □ NO: □

6. Lighting >6’ away from combustibles or protected by non-combustible material
   YES: □ NO: □

7. Occupant Load posted for tent
   YES: □ NO: □

8. Number of exits and width sufficient for posted occupancy
   YES: □ NO: □

<table>
<thead>
<tr>
<th>Occupant load (floor area of tent)</th>
<th>Number of exits (minimum)</th>
<th>Minimum width/exit (IN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 10 to 199</td>
<td>2</td>
<td>72</td>
</tr>
<tr>
<td>Between 200 (1400 sq ft) and 499 (3493 sq ft)</td>
<td>3</td>
<td>72</td>
</tr>
<tr>
<td>Between 500 (3500 sq ft) and 999 (6993 sq ft)</td>
<td>4</td>
<td>96</td>
</tr>
<tr>
<td>More than 1000 (7000 sq ft)</td>
<td>5 (more may be needed)</td>
<td>120</td>
</tr>
</tbody>
</table>
9. Exit and Exit Directional signs clearly marked

YES: ☐  NO: ☐

10. Exit Requirements for All Tents

- Is there a minimum 3’ clearance between the fabric envelope and the inside contents? 
  YES: ☐  NO: ☐
- Are exits spaced at approximately equal intervals around the perimeter of the tent? 
  YES: ☐  NO: ☐
- Are Exits located so all points are <100’ to an exit? 
  YES: ☐  NO: ☐
- Is the minimum width of an Exit not less than 72”? 
  YES: ☐  NO: ☐
- Do guy wires or guy ropes cross an exit at a height less than 7 feet? 
  YES: ☐  NO: ☐
- Is there a clear exit path where tents are placed near fences or other obstructions? 
  YES: ☐  NO: ☐
  Are tent stakes railed off, capped or covered? 
  YES: ☐  NO: ☐
- Are unobstructed aisles a minimum of 44 inches and do they increase 1 foot for each 50 persons served by such aisle at that point? 
  YES: ☐  NO: ☐
- Is cooking or heating equipment located a distance greater than 10 feet of an exit or combustible materials? 
  YES: ☐  NO: ☐
- When curtains are used for privacy or that would block wind, do they comply with the NY State Fire Code section 2410.3? 
  YES: ☐  NO: ☐

11. Fire Protection Equipment:

- One portable fire extinguisher (ABC type) at each exit of an enclosed tent 
  YES: ☐  NO: ☐
- Commercial cooking equipment such as grills and broilers, used with proper ventilation, fire suppression systems, and a minimum of 20’ from the occupied tent 
  YES: ☐  NO: ☐
- LP gas containers having a capacity of 500 gallons or less shall be properly secured at least 10 feet away from the tent 
  YES: ☐  NO: ☐
- Cooking area must have a minimum of 20 lb. BC rated fire extinguisher and, if using a deep fryer, a “K” rated extinguisher. Fire extinguisher shall show proof of inspection within the last twelve months 
  YES: ☐  NO: ☐
12. Electrical

- Appliances isolated from the public by at least four feet between the cooking device and the public. Cooking appliances, U.L. listed, shall have clearances of not less than 36 inches at the backsides and 48 inches at the front.

  YES: ☐  NO: ☐

- The electrical system and equipment isolated from the public by proper elevation or guarding. Cables on the ground, in areas traveled by the public must be placed in trenches or protected by approved covers.

  YES: ☐  NO: ☐

- All electrical systems properly grounded.

  YES: ☐  NO: ☐

- For occupant loads of 300 or less, two separate circuits are required. For occupant loads greater than 300, one of the two circuits must be from an approved emergency system.

  YES: ☐  NO: ☐

- Generators must be a minimum of 20’ from the tent and fenced in.

  YES: ☐  NO: ☐

- Portable generators shall be U.L. listed or equivalent.

  YES: ☐  NO: ☐

- Generators capable of running continuously, without refueling for the entire length of the event.

  YES: ☐  NO: ☐

13. Site:

- Access to fire hydrants for Fire Department vehicles unobstructed at all times.

  YES: ☐  NO: ☐