

**UNIVERSITY OF ROCHESTER
ENVIRONMENTAL HEALTH & SAFETY**

Policy No.: FS040	Approved by: Mark Cavanaugh
Title: OFPC Fire Inspection Reporting Procedure	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: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	UR Website: <input checked="" type="checkbox"/> Public <input type="checkbox"/> 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

