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1. Introduction

Compliance Program as outlined in New York State Title 19 Section 1203, 1204 and New York State Executive Law Part 500 Educational Law and Local City and Town Laws.

2. Objectives

The Annual Fire Code Compliance Inspection Program intends to assure compliance and fire safety for all University owned properties. In addition, the program outlines the inspection process legal requirements, clearly identifies roles and responsibilities and delivers expectations.

3. Definitions

The following definitions apply to this program:

3.1 UFM = University Fire Marshal
3.2 OFPC = Office of Fire Prevention and Control
3.3 IFD = Ithaca Fire Department
3.4 VCH = Village of Cayuga Heights
3.5 TOI = Town of Ithaca
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3.12 AER = Abatement Extension Request, issued for correction of violations that will require additional time to correct
3.13 AHJ = Authority Having Jurisdiction
3.14 CCF = Contract College Facilities
3.15 M.M. = Maintenance Management
4. Applicability

4.1 Scope & aspects or hazards
This manual applies to all buildings and properties that support the functions of the University.

4.2 Requirements
New York State Title 19 Section 1203, 1204
New York State Executive Law Part 500 Educational Law
Local City and Town Laws

5. Roles and Responsibilities

5.1 University Fire Marshal
The UFM has overall responsibility for the program, including: Identifying and communicating legal, regulatory and policy requirements associated with the program.

5.2 Facility Escorts and or Building Coordinator
The Facility Escorts and or Building Coordinator’s responsibilities include:
- Continuously monitor their facilities for fire code and safety related violations
- Escort the inspection agencies
- Initiate correction or abatement of cited violations so that they have been corrected or abated within 30 days of receiving noted violations
- Notify UFM Office if any violation cannot be corrected in the 30 day time period

5.3 EHS Technical Assistant
Assist UFM with the documentation tracking and record distribution as well as database entry and inspection status

6. Training
The UFM must have New York State Code Certification.

7. Operational Tools

7.1 Standard Procedures
The following section describes the process for scheduling, performing, documenting and follow up action necessary for the Annual Fire Code Compliance Inspection.

7.1.1 Pre-Inspection Meeting and Inspection Scheduling
Pre Inspection training and review: Prior to any scheduled inspections the UFM meets with facility escorts and or building coordinators, facility directors and other stakeholders to review previous violations, pre inspection walk-through’s, and changes to the fire code that would impact their facility compliance.

Pre Inspection meeting: UFM will facilitate a pre-inspection meeting with the Inspecting Agencies to review inspection expectations and procedures. Meeting will be conducted between UFM, AHJ for CCF and Inspection Agencies.
7.1.2 Inspection Scheduling

7.1.2.1 The UFM will coordinate the Annual Fire Code Compliance Inspections with the Inspecting Agencies. Campus Life-SAS Facility Group will identify their schedule and provide the UFM with a copy.

7.1.2.2 Once the dates and times are identified, the UFM will electronically notify the Facility Escort, Facility Coordinator and Facility Director of the scheduled Fire Code Compliance Inspection.

7.1.2.3 UFM will distribute the finalized inspection schedule to the respective Inspecting Agencies and AHJ for CCF and M.M.

7.1.3 Fire Code Compliance Documents

Inspection agencies have access to the required Fire Code Compliance Data through a web base application.

7.1.4 Annual Fire Code Compliance Inspections

Inspections are conducted by the Inspection Agencies. No inspection shall be conducted without an escort.

7.1.5 Annual Fire Code Compliance Inspections Documentation/ reports

After each inspection that occurs, UFM will receive inspection documents.

7.1.5.1 By New York State Executive Law, hard copies of all Inspection Documents must be sent to the Office of the University President.

7.1.5.2 UFM receives electronic copies of the inspection document from the Inspecting Agencies. The electronic copies will be used for campus distribution and database file collection. Refer to definitions for specific types of inspection document and the agency issuing them.

7.1.5.3 Electronic distribution of inspection reports, any inspection documentation received during the Fire code Inspection process will be electronically distributed to the respective facility contacts within five to seven business days. Documents being sent will include a Cover Letter, the respective document and they will all be sent Return Receipt Requested.

7.1.5.4 The UFM shall review all documents for the following:
   - Clarity and content of Inspection Report specifically violations noted
   - Validity of violations, do they make sense? Interpretation of the Code
   - Challenge the violations noted through conversation with Inspection Agency or AHJ

7.1.6 Abatement Extension Requests

7.1.6.1 If correcting cited violation(s) due to the nature would extend past the 30-day abatement time frame, notify The Office of The UFM to request a review of the circumstances prohibiting the 30-day correction time frame. If the presented circumstances are justified, the UFM will facilitate and negotiate the development and
7.1.6.2 If the AER request is accepted the UFM in writing, formally submits to the Inspection Agencies the details of the negotiated AER. All AER’s submitted, the Associate Vice President of EH&S and the Director of Fire Safety & Emergency Management shall be copied as well.

7.1.7 Violation Abatement Level Escalation Process

7.1.7.1 Level 1

The Facility Escort, Building Coordinator and Facility Director will receive copies of the Inspection Report detailing the initial Notice of Violation(s). It is the expectation of the facility escort to facilitate the remedy or correction all of violations within 30 days. If any violation cannot be corrected or abated within the 30 day period, notify the UFM for review and possible Abatement Extension Request. Technical Assistance for correcting violation(s) can also be obtained through the UFM.

- The UFM will coordinate all second inspections with the Inspecting Agencies.
- Once the dates and times are identified, the UFM will electronically notify the Facility Escort, Facility Coordinator and Facility Director of the scheduled second inspections.
- UFM will distribute the finalized inspection schedule to the respective Inspecting Agencies and AHJ for CCF.

7.1.7.2 Abatement Extension Request

If correcting cited violation(s) due to the nature would extend past the 30-day abatement time frame, notify the UFM requesting a review of the circumstances prohibiting the 30-day correction time frame. If the presented circumstances are justified, the UFM will facilitate and negotiate the development and submission of the AER with the respective Inspecting Agency on behalf of the college. UFM will have the final approval for all AER.

7.1.7.3 Level-2 - Failure of Second Inspection

Failure of second inspection by the convening Inspection Agency will prompt a meeting to be scheduled between The UFM, Director of Fire Safety & Emergency Management, the Facility Escort, Building Coordinator, Facility Director and AHJCCF if applicable, to discuss reasons for the failed second inspection. This meeting will also be used to develop an AP for the immediate remediation of outstanding violations.

7.1.7.3.1 The UFM can exercise the discretion for an AER.

7.1.7.3.2 The facility escort contacts the UFM advising that all open violations have been abated.

7.1.7.3.3 The UFM will conduct an inspection to confirm that all violations have been abated prior to scheduling the third and final inspection.

7.1.7.3.4 The UFM will coordinate all third and final inspection with the Inspecting Agencies.

7.1.7.3.5 Once the dates and times are identified, the UFM will electronically notify the Facility
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Escort, Facility Coordinator and Facility Director of the scheduled second inspections.

7.1.7.3.6 UFM will distribute the finalized inspection schedule to the respective Inspecting Agencies and AHJ for CCF.

7.1.7.4 Level-3 - Failure of Third and final Inspection
Failure of third and final inspection by the convening Inspecting Agency will prompt UFM to schedule a meeting with the UFM, Director of Fire Safety & Emergency Management and the Director of the respective College/Unit. The following documents will be sent;

- Violations remaining,
- The violation abatement plan developed during the meeting regarding the failure of the second inspection outlined in the Level-2 directive,
- The names of the Building Escort, Building Coordinator and Facility Director.

7.1.7.4.1 In addition, the Associate Vice President of Health and Safety Services will notify the Vice President of Human Resources and Safety Services of the potential for monetary fines associated with the “Order To Comply or Order to Remedy”

7.1.7.4.2 Prior to scheduling any further inspection the UFM will meet with the Facility Escort to review corrected violations that failed the third inspection to ensure that all violations have been properly abated.

7.1.7.4.3 The UFM will coordinate all third and final inspections with the Inspecting Agencies.

7.1.7.4.4 Once the dates and times are identified, the UFM will electronically notify the Facility Escort, Facility Coordinator and Facility Director of the scheduled second inspections.

7.1.7.4.5 UFM will distribute the finalized inspection schedule to the respective Inspecting Agencies and AHJ for CCF.

8. Recordkeeping, Reporting & Monitoring

The Electronic PDF inspection documents received from the inspecting agencies will be used for campus distribution within three to five business days of receipt. These PDF documents will also be used for maintenance of the fire code compliance data. UFM within EHS maintains an internal database for all fire code compliance documents. The hard copies of the inspection documents received from inspection agencies will be archived for one year.

9. Resources
New York State Title 19 Section 1203, 1204
New York State Executive Law Part 500 Educational Law
Local City and Town Laws.
Current edition of the Fire Code of New York State
Current edition of the Property Maintenance Code of New York State
Approved editions of NFPA-10,13, 25, 72 Standards