



## BUILDING CODE SERVICES ADMINISTRATIVE GUIDELINE

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### Purpose:

To provide for the safety, comfort and health of occupants in existing educational, auxiliary and ancillary facilities.

### Scope:

Annual fire safety, casualty, and sanitation inspections on new construction, remodeling, and renovations begin one year after the facility has been occupied. All district-owned, leased-purchased, and leased permanent buildings as well as relocatable buildings, auxiliary and ancillary facilities will be inspected annually. These facilities must comply with minimum casualty and sanitation standards as specified in Chapter 5, State Requirements for Educational Facilities (SREF). In addition, under the provisions of the Division of State Fire Marshal rule 69A-58 and NFPA 101, inspectors from the district will conduct an annual fire safety inspection of district facilities. Local fire control authority is encouraged to conduct a joint inspection with the district inspectors.

### Guidelines:

1. District inspectors visit assigned facilities every year reviewing each building for compliance with the provisions of all applicable codes.
2. As deficiencies are observed, citations are written to track the status of the deficiency. Citations consist of the following information:
  - a. **Citation Number** - This number is auto-generated by the BCS Database and used as a reference to track the citation to completion.
  - b. **69A-58.008** - Florida Administrative Code 69A58 Firesafety in Educational Facilities code reference for fire safety citations.
  - c. **SREF Chapter 5** - State Requirement for Educational Facilities code reference for casualty and sanitation citations.
  - d. **Bldg and Room** - Space identification as recorded in the Florida Department of Education Florida Inventory of School Houses FISH database and indicated on the district FISH map.
  - e. **Type** - Identifies the responsible party for correcting the citation and whether the citation is considered serious or non-serious as follows:

Citation Type	Description
C	Capital citations denoting major repairs requiring a capital project and associated funding which is beyond the capabilities of the maintenance department. C citations are the responsibility of the Facilities Construction Department minor projects group to create a project and resolve the citation typically within two years.
M	Maintenance citations denoting minor repairs needed on any device, equipment, system, condition or level of protection required for compliance with the provisions of the applicable codes. M citations are to be corrected by the Maintenance and Plant Operations MPO within one year.
O	Operations citations caused by the occupants and are to be corrected by school staff by the end of the school year.

CS	Serious capital citations associated with life safety systems. Serious citations are life safety hazards in accordance with Division of State Fire Marshal rule 69A-58.005 and require prompt corrective action. Serious citations deemed by the inspector to be an imminent danger to the occupants are communicated to the responsible party for immediate corrective action.
MS	Serious maintenance citation associated with life safety systems. Serious citations are life safety hazards in accordance with Division of State Fire Marshal rule 69A-58.005 and require prompt corrective action. Serious citations deemed by the inspector to be an imminent danger to the occupants are communicated to the responsible party for immediate corrective action.
OS	Serious operations citation associated with life safety systems. Serious citations are life safety hazards in accordance with Division of State Fire Marshal rule 69A-58.005 and require prompt corrective action. Serious citations deemed by the inspector to be an imminent danger to the occupants are communicated to the responsible party for immediate corrective action.

- f. **Deficiency Description and Corrective Action** - A text description of the citation and possible corrective action. Commonly used descriptions can be imported from the database shortkey list and edited if necessary for the specific citation.
3. Citations are compiled into a DRAFT report. The DRAFT report contains both new and prior year citations that either have been corrected or are still open.
4. At the conclusion of the inspection, a copy of the DRAFT report and a FISH map are sent to the school principal and Maintenance & Plant Operations for corrective action.
5. Approximately 70 days after the Draft report is sent, a district inspector schedules a follow-up meeting at the school with the principal and Maintenance & Plant Operations. The purpose of the meeting is to review the DRAFT report and determine which deficiencies have been corrected and which remain open. School and Maintenance & Plant Operations representatives identify corrected items to the inspector for verification. In addition, M&PO representatives provide an estimated completion date for those deficiencies that remain open.
6. After proper verification, the inspector removes all corrected items from the report.
7. The FINAL report contains the following information:
  - a. The name of the school district.
  - b. The name of the local fire authority.
  - c. The name and address of the facility.
  - d. The FISH number of the facility.
  - e. The name, address and telephone number of each inspector.
  - f. The date of the inspection.
  - g. The established correction date of each violation.
  - h. The total number of serious life safety hazards.
  - i. The total number of non-serious life safety hazards.
  - j. Statements that both the district and/or the local authority having jurisdiction has or has not complied with Section 1013.12(1), F.S.
  - k. Verification that the required fire drills have or have not been completed.
  - l. The signatures of the district and/or the municipal fire safety inspectors.

8. The inspections are certified to the Division of State Fire Marshal by June 30 of each year. The certification indicates that inspections have been completed by electronically entering the required information into the School Inspection Reporting System.
9. Each fiscal year reports for all facilities are forwarded to the School Board for approval. Once approved, the reports are submitted to the local fire departments by June 30<sup>th</sup> of each year.

Fire Safety Inspection Process

