

Related Entries: (Not identified at this time)

### Inspections

The Superintendent shall require annual fire safety and sanitation inspections of all District facilities. Persons trained and certified by the Division of State Fire Marshals shall conduct the Fire Safety Inspection. The appropriate local fire marshal shall be notified by the Department of Safety, Security and Inspections at least seven days before the annual fire safety inspection is conducted. The purpose of this notification shall be to encourage the local fire marshal to conduct his/her statutorily required annual inspection at the same time as the District. Persons trained and certified by the Office of Educational Facilities shall conduct the casualty, health and sanitation inspections. Inspections shall be conducted to determine compliance with State Regulations, ensuring that satisfactory standards of safety, health and maintenance are upheld, and ensuring that all unsatisfactory conditions are promptly corrected. The inspection reports, along with a plan for corrective action, shall be approved by the School Board no later than June 30 of each year.

District Safety staff shall also conduct two fire safety “walk through” inspections of each District facility annually.

- (1) A copy of each inspection and any identified violations shall be filed with the building administrator, the Department Safety, Security and Inspections, and the Superintendent. Each report shall include an oral review with the building administrator or designee.
- (2) Each District Safety Inspector shall report any hazardous condition or safety violation within a facility to the building supervisor. Conditions that cannot be immediately corrected shall be reported to the building administrator, who shall have a work order submitted to Maintenance Services, if the condition cannot be corrected by facility staff.
- (3) Any Life-to-Safety violations not corrected within 30 days shall be reported by the building administrator to the Superintendent and the Department of Safety, Security and Inspections.
- (4) Monthly reports listing the inspections completed shall be provided to the School Board. The report shall include a summary of any safety violations or hazardous conditions not corrected within 60 days, and a plan to correct each violation or condition.
- (5) The building administrator shall be responsible for maintaining a file of all documents related to inspections. That file must be readily available to any certified Safety Inspector, Maintenance personnel or community member.

46 (6) A report will be sent to the Department of Education when all deficiencies noted in  
47 the inspections performed under this Policy are corrected.

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50 **STATUTORY AUTHORITY:** 1001.41, 1001.42, 1001.43, 1013.12, 404.056, F.S.

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52 Adopted: 2/27/07 (Formerly: Policy 4.24)

53 Revised: 1/6/09