

**11.1.3A FACILITY INSPECTION POLICY AND PROCEDURES**

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**PURPOSE:**

To ensure that all university owned, leased, and/or occupied facilities are compliant with local, state, and federal codes, and university policies. All university-owned, leased, and/or occupied facilities will be randomly inspected at least annually. Some facilities will be inspected more often based on the size and utilization of the building.

**DEFINITIONS:**

University Facilities – Any facility which is owned, leased, and/or occupied by Baylor University with the exception of residential living areas.

Coordinator – Contact person in each department or building who has been identified by Risk Management.

**PROCEDURE:**

The inspector will be accompanied by a coordinator or a representative of the facility during an inspection.

Upon completion of the inspection, the University Fire Marshal will generate a report listing deficiencies found. The report will then be provided to the department coordinator. The following steps should then be taken:

1. The department coordinator is responsible for ensuring the correction of any noted deficiencies.
2. Deficiencies identified by the inspector as an imminent threat will require immediate action by the department coordinator or persons responsible for the area.
3. The coordinator will then be required to respond via email within 14 calendar days of receiving the report. This email should include steps taken to correct all noted deficiencies. In certain instances where corrections cannot be made immediately, the response should include the process to correct the deficiency.
4. On the eleventh calendar day, a reminder will automatically be emailed to the department coordinator.
5. If the University Fire Marshal has not received a response by 5:00 pm on the fourteenth day, another email will automatically be sent to the department head.
6. The department head will then have 48 hours to respond once they have received the email. If the University Fire Marshal does not receive a response within 48 hours, deficient items in violation will be confiscated or the facility may be repaired at the respective department's expense. A receipt of the confiscated item(s) will be left for later retrieval from the Department of Risk Management. Items shall be stored for 30 days, after which time they will be discarded.
7. The University Fire Marshal will conduct a follow-up inspection within a reasonable time thereafter.

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Formulated:

Approved by Risk Management Committee: 9/30/04

Revised/Reviewed: 8/6/07

(Signature on File) \_\_\_\_\_

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Chairman, Risk Management Committee  
Director of Risk Management

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Date

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Charles D. Beckenhauer  
General Counsel

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