

FACILITY INSPECTION POLICY AND PROCEDURES

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 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.

Building Emergency Coordinator – Contact person at each building who has been identified by Baylor Department of Public Safety.

Inspector – Baylor University Fire Safety and Emergency Management Specialist assigned to the Baylor Department of Public Safety

PROCEDURE:

The Baylor University Fire Safety and Emergency Management Specialist will normally be accompanied by a BEC or other representative of the facility during an inspection.

Upon completion of the inspection, the Baylor University Fire Safety and Emergency Management Specialist will generate a report listing the deficiencies found. The report will then be provided to the BEC. The following steps should then be taken:

1. The BEC will work with the appropriate person or department to correct any deficiencies.
 - a. Deficiencies identified by the Baylor University Fire Safety and Emergency Management Specialist as an imminent threat will require immediate action by the BEC.
2. The BEC will send an email to the Baylor University Fire Safety and Emergency Management Specialist 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. .
3. The Baylor University Fire Safety and Emergency Management Specialist will contact the BEC if they have not received a response by 5:00 pm on the fourteenth day.
4. If no action has been taken to correct the found deficiencies a report will be forwarded by the Baylor University Fire Safety and Emergency Management Specialist to the Director of Emergency Management. The Director of Emergency Management will determine the appropriate course of action to remediate any remaining deficiencies that have not been addressed.

