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<b>SUBJECT:</b>	Fire Inspection	<b>Number:</b>	OHS-017
<b>CATEGORY:</b>	Fire Inspection Program	<b>Origin Date:</b>	03-19-2019
<b>ISSUING OFFICE:</b>	Environmental Health & Safety (EHS) Office	<b>Revision Date:</b>	NEW

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## **San Diego Fire Department Inspection Program**

The San Diego Fire Department (SDFD) conducts routine inspections at District facilities to ensure that Fire and/or Building Code violations do not occur. In the event that your site is inspected and has received violations, the following guidelines should be followed.

### **1. INSPECTION**

- a. The EHS Office will coordinate and accompany Fire Department personnel during inspection (This is expected to happen over the next couple of months) in the interim, if the SDFD is at your site to conduct an inspection, accompany Fire Department personnel during the inspection and accept the report.
- b. Forward the report to the EHS Office via school mail, fax (858) 573-5710 or by email [safeyoffice@sandi.net](mailto:safeyoffice@sandi.net), keep a copy for your records. Do not initiate work orders.

### **2. INITIAL REPORT**

- a. Initial reports will be sent directly from SDFD to the EHS Office.
- b. The EHS Office staff will review the report and make notes on the hard copy of the report indicating an action for each violation (SDFD clarification, site corrective action, work orders). They will consult with PPO staff as needed.
  - i. Discussion with SDFD/Request for more information/clarification
  - ii. Site based corrective action and follow up
  - iii. Maintenance Work Order
  - iv. Planning Work Order

### **3. WORK ORDER CREATION AND COMMUNICATION**

- a. The EHS Office staff will create work orders and write the work order number on the hard copy report.
- b. The EHS staff will scan the annotated report into the shared drive at :m:\SDFD\FY2019\
  - c. The EHS staff will send out a link to the report and copy; PPO Zone Supervisor, Planning Supervisor, POS/BSS

d. Work orders expectations

**4. RE-INSPECTION AND FOLLOW UP**

- a. The EHS Office staff will follow up on all items (not just work orders).
- b. The EHS Office staff will communicate to SDFD status of pending action and coordinate re-inspections.

**For re-inspection or corrective action status**, email the EHS Office at [safetyoffice@sandi.net](mailto:safetyoffice@sandi.net)

If you have questions or comments about these guidelines, please contact

Environmental Health & Safety (EHS) Office

(858) 627-7174

*San Diego Unified School District reserves the right to make exceptions to, modify or eliminate this guideline and or its content. This document supersedes all previous guidelines relative to this subject.*