
SUBJECT:	Fire Inspection	Number:	OHS-017
CATEGORY:	Fire Inspection Program	Origin Date:	03-19-2019
ISSUING OFFICE:	Environmental Health & Safety (EHS) Office	Revision Date:	07-15-2021

San Diego Fire-Rescue Department Inspection Program

The San Diego Fire-Rescue Department (SDFD) conducts routine inspections at District facilities for the purpose of enforcing California Fire and Building Codes. 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 SDFD Fire Marshals during inspection. If the SDFD is at your site to conduct an inspection, accompany the SDFD Fire Marshal during the inspection and accept the report.
- b. The SDFD will send the initial report to the EHS Office. If the SDFD sends the initial report to the site, then the site will forward the report to the EHS Office via:
 - School mail: Attention: EHS Office, 4860 Ruffner Street, San Diego 92111;
 - Fax: (858) 573-5710; or
 - Email: safetyoffice@sandi.net
- c. Keep a copy of the report for your records.

2. INITIAL FIRE INSPECTION REPORT

- a. The initial report will be sent directly from the SDFD to the EHS Office.
- b. The EHS Office will scan the initial report into the PPO shared (network) drive at:
M:\SDFD Inspection reports (Safety Office)
- c. The EHS Office will review the initial report and complete the spreadsheet to list all violations.

3. WORK ORDER CREATION AND COMMUNICATION

- a. The EHS Office will submit the spreadsheet to the PPO Work Order Desk.
- b. The PPO Work Order Desk will generate work orders, update the spreadsheet received, and send out the final spreadsheet to the Site Administrator, Plant Operations Supervisor/Building Services Supervisor, assigned Safety Compliance Technician, and the EHS Office via email.
- c. The EHS Office will follow-up the completion of all work orders.

4. RE-INSPECTION AND FOLLOW UP

- a. The EHS Office will follow up all violations.
- b. The EHS Office will communicate to SDFD the status of pending corrective action to completion and coordinate re-inspections, if warranted.
- c. The EHS Office will scan any re-inspection or final reports to the PPO shared (network) drive.

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.