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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. Site will create any work orders that are needed. See section 3a.
- c. If SDFD sends initial report to the site, then the site will forward the report to the EHS Office via school mail, fax (858) 573-5710 or by email [safetyoffice@sandi.net](mailto:safetyoffice@sandi.net), keep a copy for your records.
- d. If site corrected violations that does not require work orders, email actions to the EH&S Office [safetyoffice@sandi.net](mailto:safetyoffice@sandi.net).

### **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). They will consult with PPO staff requesting work order completion as needed. See section 3c.

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

- a. The site will create work orders and write the work order number on the hard copy report then the site forwards the annotated report to EHS Office for follow-up
- b. The EHS staff will scan the annotated report into the shared drive at :m:\SDFD\FY2019\  
c. The EHS staff will follow-up with PPO staff the completion of the work order.

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

- a. The EHS Office staff will follow up on all items.
- b. The EHS Office staff will communicate to SDFD status of pending action to final completion and coordinate re-inspections.

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.*