

Related Entries: (Not identified at this time)

### Inspections

The Superintendent shall require annual fire safety and sanitation inspections of all District facilities.

- (1) Persons trained and certified, as required by the Florida Department of Education, shall conduct the casualty, health and sanitation inspections. Inspections shall be conducted to determine compliance with State Regulations, ensuring that satisfactory standards of safety, health and maintenance are upheld, and ensuring that all unsatisfactory conditions are promptly corrected. The inspection reports, along with a plan for corrective action, shall be approved by the School Board no later than June 30 of each year.
- (2) District Fire Safety staff shall also conduct an additional fire safety “walk through” inspections of each District facility annually beginning one year after the date the certificate of occupancy for the facility is issued. Persons trained and certified, as required by the Division of State Fire Marshals, shall conduct the Fire Safety Inspections.
  - (a) A copy of each inspection and any identified violations shall be filed with the building administrator, the Department of Academic Services and/or the Superintendent. Each report shall include an oral review with the building administrator or designee.
  - (b) Each District Fire Safety Inspector shall report any hazardous condition or safety violation within a facility to the building supervisor. Conditions that cannot be immediately corrected shall be reported to the building administrator, who shall have a work order submitted to Maintenance Services, if the condition cannot be corrected by facility staff.
  - (c) Any Life Safety violations not corrected within 30 days shall be reported by the building administrator to the Executive Director of School Support.
  - (d) Within 10 business days of the fire safety inspection, a copy of each inspection report shall also be submitted to the county, municipality or independent special fire control district that is responsible for providing fire protection services to the facility. If the inspection reveals immediate life-threatening deficiencies, the report must be delivered to such agency immediately. The Board shall certify to the State Fire Marshall that the inspection has been completed.

- 46 (e) The corrective action report shall include a plan and schedule for correction of  
47 each deficiency. Any immediate life-threatening deficiencies noted in an  
48 inspection report shall be corrected promptly or the facility removed from use  
49 until such deficiencies are corrected.  
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- 51 (3) The building administrator shall be responsible for maintaining a file of all documents  
52 related to all inspections. That file must be readily available to any certified Fire Safety  
53 Inspector, or Maintenance personnel.  
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- 55 (4) After Board approval and before June 30<sup>th</sup> of each year, the District shall report to the  
56 "School Inspection Reporting System" that the inspections have been completed  
57 ([www.myfloridacfo.com/SFM/](http://www.myfloridacfo.com/SFM/) ). Note: The report is not submitted. The District  
58 retains the report.  
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61 **STATUTORY AUTHORITY:** 1001.41, 1001.42, 1001.43, 1013.12, F.S.  
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63 Adopted: 2/5/13  
64 Revised: 7/15/19  
65 Affirmed: 9/10/19