



Standard Administrative Procedure (SAP)

24.01.99.L0.04 Fire and Life Safety Inspection Procedures

First Approved: January 29, 2014
Revised: December 7, 2016
February 7, 2019
Next Scheduled Review: February 7, 2024

Procedure Statement and Reason for Procedure

This SAP regulates the fire and life safety inspections conducted for each building at Texas A&M International University (TAMIU).

Procedures and Responsibilities

1. RESPONSIBILITIES
 - 1.1 The Office of Environmental Health and Safety (EH&S) shall inspect each campus and residential building at least once per fiscal year.
 - 1.2 EH&S shall maintain all documentation of any fire and life safety inspections and assessments consistent with the Texas A&M University System Records Retention Schedule.
2. MAIN CAMPUS
 - 2.1 An inspection report will be presented to the manager of EH&S and made available to other pertinent personnel such as, but not limited to, vice presidents, deans, directors, and chairs if needed.
 - 2.2 Deficiencies determined to be a serious safety hazard by EH&S shall be corrected as soon as practicable.

- 2.3 A follow-up inspection will be conducted within 45 working days from the submission date on the inspection report.
 - 2.4 A follow-up report shall be presented to the manager of EH&S and, if required, forwarded to pertinent personnel such as, but not limited to, vice presidents, deans, directors, and chairs for review and appropriate action.
3. RESIDENTIAL HALLS
- 3.1 Inspections will be conducted with the assistance of residential staff.
 - 3.2 An inspection report of deficiencies will be sent to the Director of Housing and Residence Life for correction.
 - 3.3 Deficiencies determined to be a serious safety hazard by EH&S shall be corrected as soon as practicable.
 - 3.4 A follow-up inspection of the deficiencies will be conducted by EH&S within 45 working days from the submission date on the inspection report.
 - 3.5 A follow-up report of deficiencies shall be forwarded to the Director of Housing and Residence Life.

Related Statutes, Policies, Regulations, or Rules

[System Policy 24.01, Risk Management](#)
[System Regulation 24.01.01, Risk Management Programs](#)

Contact Office

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