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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