



24.01.01.W1.47AR

Fire and Life Building Inspection Procedure

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Procedure Summary

Environmental Health and Safety at West Texas A&M University (WTAMU) is composed of two distinct but integrated environmental safety departments which report to the Vice President of Research and Compliance. Academic and Research Environmental Health and Safety (AR-EHS) is responsible for research and academic related compliance, which includes laboratory and academic research and the associated compliance committees. Fire and Life Safety (FLS-EHS) is responsible for fire related compliance and conducts fire and life safety inspections of campus buildings and assists with the testing of all fire detection and suppression systems.

Supplements [TAMUS Regulation 24.01.01](#)

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1. Purpose

The purpose of Fire and Life building inspection procedure is to enhance safe work practices within the WTAMU community with the goal of providing a safe work environment for users of WTAMU to ensure compliance with state and federal safety regulations.

2. Scope

This procedure applies to any WTAMU facility (or building) capable of being occupied.

3. Procedures

The EHS Building Inspection process includes the following components:

- **Formal Inspections (once per year).** EHS inspectors will carry university identification

associating them with the university and with Environmental Health and Safety (EHS). EHS inspectors may photograph areas of concern. Furthermore, EHS inspectors may interact with WTAMU personnel to discover any additional questions or support needed to improve fire and life safety.

- **Follow-up Inspections** Fire and Life safety corrective action reports will be shared with the responsible WTAMU employee(s) as well as the respective direct report and/or dean to ensure that all responsible parties are aware of the safety issues or commendations identified. EHS will schedule follow-up inspections based on compliance and safety needs identified in the inspection process as needed.
- **Referral Inspections (As needed).** When significant non-compliance, unsafe, or unhealthy conditions are reported, or incidents occurring in an occupied building are reported, inspections will be conducted by EHS.
- **Fire Alarm Inspections (once per year)** Fire and Life Safety fire alarm test and recertification is conducted on an annual basis. FLS-EHS schedules with a 3rd party contractor to test and re-certify all applicable buildings. The report will be located in IndustrySafe and on the local G drive.
- **Fire Sprinkler Inspections (once per year)** Fire and Life Safety fire sprinkler testing is conducted on an annual basis. FLS-EHS schedules a 3rd party contractor to test all applicable buildings. The report will be located in IndustrySafe and on the local G drive.
- **Fire Hydrant tested (once per year)** Fire hydrants are tested on an annual basis by FLS-EHS staff. The results are recorded in IndustrySafe, G drive, and a copy is given to the Canyon Fire Department.
- **Exit sign, Emergency lighting, and Fire Extinguishers inspections (once per month)** Fire and Life Safety exit sign, emergency lighting, and fire extinguisher inspections are conducted on a monthly basis. Results are documented through Inspect N Track.
- **Fire Marshal Dorm** Fire and Life Safety EHS meets with the Fire Marshal and conducts dorm. The results are recorded in IndustrySafe and the G drive.
- **Fire Marshal University Inspection** Fire and Life Safety EHS meets with the Fire Marshal and conducts inspections through any building associated with West Texas A&M University. The results are recorded in IndustrySafe and the G drive.
- **Fire Marshal follow-up inspections** FLS-EHS and the Fire Marshal will schedule a follow-up dorm/university inspection as needed based on the request of the Fire Marshal. The results are recorded in IndustrySafe and the G drive.

In addition to collaboration with EHS formal, follow-up, and referral inspections, all WTAMU employees are responsible for maintaining and monitoring safe building conditions, including those procedures set forth in TAMUS policy and regulations, WTAMU rules and procedures, and related state and federal regulations as referenced under related statutes, policies, or requirements².

In the event that marginal or unsafe conditions are identified in an occupied building, it is the department's or division's responsibility to terminate those activities deemed unsafe until appropriate remediation has been implemented. In many cases the department or division will be able to remedy the unsafe condition; however, if in question or if additional assistance is required, the division will notify EHS immediately for assistance.

4. Non-Compliance.

Non-Compliance with University policy is addressed in the Faculty Handbook in *General Policies Affecting Faculty*, TAMUS Ethics Procedure 07.01, and TAMUS Risk Management Procedure 24.01.01. If an occupied building is found as non-compliant and unable to find a resolution with the employee, then EHS will seek support from Direct Supervisor, Dean, Vice President of Research and Compliance, and lastly the President/CEO.

5. Records Retention.

No official state records may be destroyed without permission from the Texas State Library as outlined in [Texas Government Code, Section 441.187](#) and [13 Texas Administrative Code, Title 13, Part 1,](#)

[Chapter 6, Subchapter A, Rule 6.7](#). The Texas State Library certifies Agency retention schedules as a means of granting permission to destroy official state records.

West Texas A & M University Records Retention Schedule is certified by the Texas State Library and Archives Commission. West Texas A & M University Environmental Health and Safety will follow [Texas A & M University Records Retention Schedule](#) as stated in the Standard Operating Procedure [61.99.01.W0.01 Records Management](#). All official state records (paper, microform, electronic, or any other media) must be retained for the minimum period designated.

6. Training

West Texas A & M University Environmental Health and Safety will follow the Texas A & M University System Policy [33.05.02 Required Employee Training](#). Staff and faculty whose required training is delinquent more than 60 days will have their access to the Internet terminated until all trainings are completed. Only Blackboard and Single Sign-on will be accessible. Internet access will be restored once training has been completed. Student workers whose required training is delinquent more than 30 days will need to be terminated by their manager through Student Employment.

7. Calendar.

The following is a list of inspections and the frequency they occur:

Fire and Life Safety Environmental Health and Safety:

- Formal Building inspections will occur on an annual basis.
- Follow up Inspections will occur based on compliance and safety needs identified in the inspection process.
- Fire Alarm Inspections will occur on an annual basis. These inspections are conducted as time permits, but are typically conducted within the months of December through January.
- Fire Hydrant testing occurs on an annual basis. These inspections are conducted as time permits, but are typically conducted within the months of March through June.
- Exit sign, Emergency lighting, and Fire Extinguishers inspections occur on a monthly basis.
- Fire Marshal Dorm Inspections will occur when scheduled by the Texas State Fire Marshal's Office. These inspections are conducted when the Fire Marshal contacts FLS-EHS and schedules them.
- Fire Marshal University Inspections will occur when scheduled by the Texas State Fire Marshal's Office. These inspections are conducted when the Fire Marshal contacts FLS-EHS and schedules the inspection.
- Fire Marshal Follow-Up Inspection will occur based on the Fire Marshal's request to conduct a follow-up inspection. The Fire Marshal will contact FLS-EHS to schedule the inspection.

Related Statutes, Policies, or Requirements

[Faculty Handbook](#)

[TAMUS Ethics Procedure 07.01](#)

[TAMUS Risk Management Procedure 24.01.01](#)

National Fire Protection Association: NFPA 1: Fire Code

National Fire Protection Association: NFPA 101: Life Safety Code

Contact Office

WTAMU Fire and Life Environmental Health and Safety
(806) 651-2134

WTAMU Environmental Health and Safety
(806) 651-2270