

**BUILDINGS AND GROUNDS INSPECTION**

The Board recognizes its responsibility to conduct inspections of all school buildings for the purpose of finding and correcting any conditions that constitute a hazard to health and safety. Also, Operations and Maintenance staff, in conjunction with the Superintendent of Schools, will oversee other mandated inspections.

**Physical Plant Inspections – General Reporting & Responsibilities**

Each school year, a team composed of an Operations & Maintenance staff member, school administrators, and the Board Facilities Committee members shall conduct visual inspection of all school buildings occupied by students.

If these inspections, or any other mandated inspection (fire, insurance, building condition survey, other), discloses evidence that they believe to be a possible structural or safety concern, the Board shall retain a licensed architect or engineer to inspect the condition and determine if additional action is necessary. The Superintendent will be responsible for sharing any other mandated inspection information with the Board (e.g., fire inspections, five-year building condition surveys, and insurance inspections). If necessary, the Board shall then take appropriate action to correct physical plant deficiencies. Reports of mandated inspections are available to the public in the Building Condition Survey and the Five-Year Facilities Plan.

**Mandated Fire Inspections**

The Board directs the Superintendent of Schools to ensure that all school buildings undergo an annual inspection for potential fire hazards. The inspection must be conducted by a qualified fire inspector. Any violation of the State Uniform Fire Prevention and Building Code shall be corrected immediately or within a time frame approved by the Commissioner of Education.

Fire inspection reports will be maintained in the District Office. The Board will issue a public notice of the filing within twenty (20) days of that action.

**Insurance Safety Inspections**

The Board directs the Superintendent of Schools to ensure that all school buildings and grounds are inspected annually by the District's insurance carrier of record for all safety and liability concerns. Additionally, recommendations will be shared with the Board and addressed by the District.

Building Principals, the Transportation Director, Operations & Maintenance staff members, and administrators in District-operated buildings, shall, on an ongoing basis, undertake their own inspections of their buildings and grounds, searching for any dangerous or hazardous conditions. Additionally, they may review District lists and participate in any scheduled inspections.

Approved:     October 18, 1994  
Revised:       November 1, 2011

**BUILDINGS AND GROUNDS INSPECTION REGULATION**

Each year, the Superintendent of Schools shall ensure that fire and structural inspections are conducted, as required by the State of New York.

**Fire Inspections**

1. The Superintendent of Schools will arrange for an annual inspection of each facility that is owned, leased or operated. An inspection report (SED Fire Safety Report) will be completed for each facility at the time of the annual inspection.
2. The inspection is to be completed and the report of the inspection, together with completed New York State forms and any recommendations for changes or improvements, shall be delivered to the Superintendent.
3. The Superintendent shall study the recommendations for changes and improvements contained in the inspection report, after which, in consultation with the Operations & Maintenance staff member and the Assistant Superintendent for Management Services & Strategic Planning shall:
  - a. prepare a report and any recommendations
  - b. prepare an estimated cost of material, labor, and time to complete all recommendations that require the purchase of material and equipment; and
  - c. prepare a time schedule for the completion of recommendations requiring only labor and materials already at hand.

These recommendations are to be implemented as soon as possible.

4. The Superintendent shall present the full report and his/her recommendations on this matter to the Board at the first regular meeting following completion of the report. The report shall include:
  - a. the recommendations of the Fire Inspector;
  - b. the orders issued to the buildings administrator;
  - c. the recommendations implemented under 3(a); and
  - d. the report of the recommendations under 3(b) of Board action.
5. Within twenty (20) days after the fire inspection reports have been filed with the school authorities, the Board must give public notice of the filing in substantially the form prescribed in the statute. If the fire department or company responsible for protection of the school building did not make the inspection, then a copy of the above notice must be mailed to the chief of such department or company. The notice must be published at least once in the official newspaper, or if there is not an official newspaper, in one having general circulation in the school district. If there is no newspaper having general circulation in the district, the notice must be posted in ten conspicuous places in the District. If the report shows any alleged deficiencies, the Board must give at least five days' notice by mail to the Chief of the fire

department responsible for fire protection of the school building of the date and place of the meeting of the Board which is to be held within thirty (30) days after publication or posting of the notice.

**Structural Inspections**

1. The Superintendent, in concert with the Operations & Maintenance staff member, building administrators, Board Facilities Committee members, and other appropriate individuals will conduct an annual visual structural inspection of all school buildings. The inspection is to be completed both internally and externally in all buildings.
2. The team shall examine exterior wall components, doors, windows, retaining walls, roofs, and interior building components for evidence of movement, deterioration and structural failure. In addition, the Superintendent or Operations & Maintenance staff member may require an examination of heating, plumbing, electrical and other building systems.
3. The results of this inspection shall be reported to the Board Facilities Committee and the full Board of Education. The Superintendent shall present the report and his/her findings to the Board on an ongoing basis.
4. If the inspection discloses evidence of a possible defective structural condition, the Board Facilities Committee shall immediately notify the Superintendent and the Board. The Board shall immediately retain a licensed architect or licensed professional engineer to inspect the facility and determine if structural modifications are necessary.
5. The architect or engineer will present a written report of all findings to the Board, which must act to correct any deficiencies.
6. The Superintendent, in consultation with the Assistant Superintendent for Management Services & Strategic Planning, will prepare an estimate of the costs involved in correcting any deficiencies. The Assistant Superintendent for Management Services & Strategic Planning shall also determine whether the District is entitled to State aid for any inspections conducted by licensed architects or engineers.
7. All annual inspection reports and all subsequent architectural or engineering reports will be kept by the District as long as SED Facilities Planning requires.
8. Any information from additional mandated reports, such as the School Facilities Report Card or Building Condition Survey, will be embedded in overall structural reports and considerations.

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**FIRE PREVENTION INSPECTIONS REGULATION**

1. The Superintendent of Schools, in concert with the Director of Operations & Maintenance, will arrange for an annual inspection of each facility that is owned, leased or operated. An inspection report (SED Fire Safety Report) will be completed for each facility at the time of the annual inspection.
2. Fire inspection will be conducted during periods as established by the State Education Department. Inspectors must be certified by the Office of the State Fire Administrator, Department of State.
3. Minor deficiencies noted on the inspection report will be corrected immediately. If a major deficiency (i.e., a deficiency with significant financial impact) is noted, the Superintendent will prepare a plan and time schedule for correcting the violation.
4. The Superintendent will share the inspection reports with the Board of Education. If any deficiencies have been noted on the inspection report, the local Fire Chief(s) and the Fire Inspector(s) will be present during the review.
5. Fire inspection reports will be forwarded to the State Education Department on or before the last day of the inspection period. Copies of the report will be provided to:
  - the Inspector(s);
  - the local Fire Chief(s); and
  - the agency(s) responsible for local code enforcement.
6. Following the mailing of the reports to the State Education Department, the Superintendent will cause to be published a public notice informing the community that facilities have been inspected, and that copies of the inspections are available for review.

Cross-Reference: 7100, Facilities Planning

Reference: Education Law 807-a  
8 NYCRR 155.3  
NYS Uniform Fire Prevention and Building Code  
9 NYCRR Parts 600-1250

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