	COLLEGE of CENTRAL FLORIDA **ADMINISTRATIVE PROCEDURE**

Title: Safety Inspection Program	
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Date Approved/Revised: 2/02/04	Division: Administration and Finance/Public Safety

PURPOSE

This procedure establishes guidelines for the inspection of College facilities that are going to be used for a presentation or an event that will be open to the public or leased by independent groups. Consult the CF Safety Management Manual for further information.

PROCEDURE

The College should periodically inspect College buildings that are open to the public or leased by independent groups. The College representative will inspect the premises, review plans and prepare a safety inspection report for the building. Any safety concerns noted as a result of the inspection will be reviewed with the responsible organization and must be resolved before the event can begin. If a safety concern is noted at an event in progress, the concern must be addressed immediately or the event may be stopped and the doors to the building locked.

INSPECTION SCHEDULE

To ensure compliance with all safety regulations, the Safety Technician will randomly conduct unannounced inspections of all College facilities.

VIOLATIONS

If a safety violation is found, the Safety Technician will issue a safety citation to the individual in charge of the facility or event. A copy of the citation will be forwarded to the appropriate department head. If a second violation is issued, the Vice President of Administration and Finance will be notified and further disciplinary action may be taken.

RECORDKEEPING

1. Accidents must be adequately recorded and reported through proper channels.
2. Accidents should be analyzed to determine proper corrective action.

RESPONSIBILITY

It is the responsibility of the lessee or responsible organization to ensure compliance with all State of Florida Statutes. Any questions may be addressed to the CF Safety Technician.

Vice President, Administration & Finance		Date:
Approved by President		Date: