

 Official Policy Manual	Date issued	Supersedes 04/01/07	Page 1 of 1	Section # A-3033
	Section: Administration			
	Directive: Building Inspections			
	Policy Owner: Director, Administrative Support Services Group			

A. Building Inspections

Safety Department personnel shall inspect all buildings for fire and safety. The NFPA (National Fire Protection Association) #101 Life Safety Code, National Fire Codes and the New York State Family of Codes will be used as the basis for inspection. These inspections shall be conducted monthly in all inpatient residential buildings and other buildings as outlined within the Joint Commission Regulations. The OMH Building Inspection form ADM 248 will be utilized to document the findings of these inspections.

B. Safety Department Roles and Responsibilities:

Safety Supervisor	<ul style="list-style-type: none"> • Ensures Officers have the necessary knowledge and experience to inspection buildings. • Ensures Officers have and are using the OMH Building Inspection report. • Schedules Officers for inspections as needed or required. • Receives/reviews dated, signed, and completed building inspection forms. • Distributes copies of the building inspection report to appropriate persons per facility policy. • Maintains original reports on file in the Safety Department. • Follows up on all noted deficiencies listed on the building inspection form with appropriate personnel.
Safety Department Staff	<ul style="list-style-type: none"> • Reviews schedule to determine when and which buildings are to be inspected. • Reviews previous building inspection reports for noted deficiencies. • Review Statement of Condition for any pertinent information. • Completes Statement of Condition as applicable. • Reports to building/unit charge that inspection is going to be done. • Conducts inspection utilizing the building inspection form. • Reports major deficiencies to Safety Supervisor. • Completes building inspection form. • Forwards completed forms to designated supervisor. • Completes and submits work orders when necessary.