



Revised: October 2021

The intent of this process is for Project/Construction Managers to understand the steps necessary to schedule and coordinate State Fire Marshal inspections required on projects.

DESCRIPTION OF PROCEDURES

Pre-Life Safety:

- UNIVERSITY: The contractor is responsible for a pre-life safety and coordinate with the OSU Project Manager. The Pre-Life Safety should be scheduled at least 48-hours prior to the Life Safety. Project Manager's should contact S2F (2-HELP) for submission of a work order labeled "Pre-Life Safety" to coordinate with the FOD Fire Shop.
- WEXNER MEDICAL CENTER: A pre-life safety will be required on WMC projects. They are scheduled and coordinated with the Hospital Safety Manager.
- REGIONAL CAMPUSES: The contractor is responsible to determine the need for a pre-life safety and coordinate with the OSU Project Manager. The OSU Project Manager and/or Contractor will coordinate with the appropriate campus personnel, if required.

Life Safety/Hydrants:

- UNIVERSITY
 - Review the **+AP SFA OSU Inspection** calendar to confirm that the date and time is available for your inspection.
 - Email emergencymanagement@osu.edu and Armstrong.349@osu.edu to request a date and time.
 - Department of Public Safety will respond back within 24-48 that your inspection has been scheduled and it will be placed on the inspection calendar.
 - The Department of Public Safety will attend select inspections.
- WEXNER MEDICAL CENTER
 - Review the **+AP SFA OSU Inspection** calendar to confirm that the date and time is available for your inspection.
 - Email john.dudgeon@osumc.edu to request a date and time.
 - The Hospital Safety Manager will respond back within 24-48 that your inspection has been scheduled and it will be placed on the inspection calendar.
- REGIONAL CAMPUSES: The contractor is responsible for contacting and scheduling with the State Fire Marshal's office.

Fuel Tank Inspections:

The Contractor will be responsible for scheduling and coordinating fuel tank inspections. Once a fuel tank permit is obtained by the contractor, then the contractor will contact and schedule the necessary inspection with the State Fire Marshal. These inspections will not be listed on the +AP SFA OSU Inspection Scheduler.

Notes for Consideration:

- Other University Entities (CEMAS, SciTech, Campus Partners, etc.) may schedule life safety inspections directly with the State Fire Marshal and may not be recorded on the scheduler. It is suggested as a best practice that two potential dates be under considerations when requesting inspections
 - The Project Manager or designee shall provide the State Fire Marshall the OSU Project # and CPA. These numbers will be listed on the invoices when distributed to the University for Payment. Any invoice that failed inspection(s) will be back-charged to the contractor per the OSU general conditions.
 - The current set of stamped plans shall be onsite. This should include any revisions to the system during construction that reflects the installation as installed at the time of the inspection.
 - The installer(s) who performed the installation shall be onsite during the Life Safety Inspection.
 - If this is a final life safety, the system must have been pretested and the NFPA Certificate of Completion completed and provided to the inspector.
 - Advise the Building Coordinator(s) of the upcoming test so they can inform the occupants on the activation.
 - Activation of alarms during finals and study week is highly discouraged. Please confirm if your test is outside of student study zones or residence halls.
 - Ensure that the project team has posted building signage at the entrance and egress doors that a test will be conducted.
 - Communicate to the appropriate operations group to ensure all existing exit signs and emergency lights are working and fire doors latch and close properly.
 - Confirm all new battery-powered exit/emergency lighting has been pretested for the 90-minutes burn-down test.
 - Verify all means of egress pathways are clear and unobstructed. The hallways should not contain equipment, tables, appliances, etc. The OSU Project Manager can contact the Building Coordinator for them to notify the building occupants to comply.
 - Ensure that exposed sprinkler pipe is inspected prior to painting for verification of approved pipe.
 - Ensure all sprinkler heads have not been painted and the protective covers have been removed at time of inspection.
 - Ensure building evacuation plans have been installed.
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