



*Office of the President*

**M e m o r a n d u m**

**TO:** Deans, Department Chairs, Directors, Building Managers

**FROM:** Shirley Strum Kenny *SSK*

**SUBJECT:** Annual Fire Inspection

**DATE:** September 7, 2004

The NYS Office of Fire Prevention & Control (OFPC) has started the annual fire inspection of the University. The Department of Environmental Health & Safety will be coordinating this inspection with Building Managers and will be providing notices for your prompt attention. Violations related to specific department operations must be corrected by divisions or departments responsible for those operations. As you may recall from the inspection last year, any violation that is not corrected by the abatement date will be noted in an Order to Comply and subject to fines of \$50.00-\$500.00 per day, per violation, which may be passed along to the appropriate division or department.

Some examples of fire and life safety violations and unsafe practices include blocked exits and corridors, poor housekeeping, improper storage of equipment, furniture or supplies, unsafe storage of chemicals and gas cylinders, using extension cords as permanent wiring, and using door chocks to hold open fire doors. The University remains committed to promptly correcting violations and taking action to prevent future occurrences. Your involvement is important to ensure a safe and healthful environment for all of our students, faculty, staff and visitors. If you have any questions, please contact EH&S at extension at 2-6410.