I. Title


II. Objective

To provide University Facilities staff with a clear understanding of how to remediate Fire Code Violations (FVC) by identifying the role and responsibilities of all parties involved in disseminating FCV violation data and remediating the non-code and safety violations.

III. Scope

This procedure applies to all University Facilities departments, units, vendors and contractors at Montclair State University.

IV. Definitions

<table>
<thead>
<tr>
<th>Item:</th>
<th>Description:</th>
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<tbody>
<tr>
<td>1. Abatement</td>
<td>To correct an issue in such a way that a violation no longer exists.</td>
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<td>2. Fire Code Violation (FCV)</td>
<td>Fire Safety Code Violation data is gathered through on-site inspections conducted by a fire inspector either from the State of New Jersey’s Department of Consumer Affairs (DCA), Division of Fire Safety, or from the University Department of Fire Safety.</td>
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<td>3. Imminent hazard</td>
<td>An unsafe condition which requires immediate attention.</td>
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V. Explanation

Both DCA cited fire code violations and University staff cited fire code violations are, from this point, to be considered the same; no longer will there be a differentiation.
between “FCV/FCP.” All FCV’s will have a standard two week abatement period, unless otherwise specifically noted.

- As soon as the University Department of Fire Safety receives an official Fire Code Violation document from the State of New Jersey, they are to forward that to the Facilities Service Desk for assignment in the TMA work order.
- Upon receipt of the FCV document, the Facilities Service Desk shall create corresponding TMA work orders designating “Fire Code Violation” as the Department Selection, mark them as “Urgent,” and forward them to the appropriate Functional Work Unit.
- In the event that the FCV is cited directly by the University’s Fire Safety staff, the University’s Fire Safety staff will create work orders in a similar fashion and forward them to the Facilities Service Desk or, at the request of the University’s Department of Fire Safety, the Facilities Service Desk will file said work orders in a similar fashion. Accordingly, the Facilities Service Desk will disburse the work orders to the appropriate Functional Work Unit.
- Once a work order is received by the Functional Work Unit, the responsible supervisor will ensure that the work order is completed within two weeks.
- In the event that the State of New Jersey or the University Department of Fire Safety issue an imminent hazard fire code violation, work orders are to be marked as “Emergency”, the violation is to be abated within twenty-four hours.
- If the violation remediation activity is not deemed to be the responsibility of either Facilities Maintenance and Engineering (FME) or Facilities Services (FS), the violation is to be sent to the responsible party of the department where the violation was cited. The decision regarding such a determination will be made by the University Department of Fire Safety.
- Any work noted by a FME or FS staff member that will need to be transferred to another Functional Work Unit, or to an outside contractor, must be communicated by this staff member, or by their supervisor, to the Facilities Service Desk, so that the necessary changes can be made on any work order related issue. Additionally, the University Department of Fire Safety is to be notified of this change by the Facilities Service Desk, via e-mail, to isslerj@mail.montclair.edu.
- The Facilities Service Desk shall generate and forward a bi-monthly report to all University Facilities managers that have outstanding FVC work orders, providing a copy to the Department of Fire Safety, at isslerj@mail.montclair.edu.
- The appropriate University Facilities managers are ultimately responsible for ensuring that these work orders have been completed and are done so in the agreed to timeframes.
- Providing a notice of a Fire Code Violation is, implicitly, an order to abate said violation; all notices of violation must be abated.
VI. Responsibilities of the University’s Department of Fire Safety

1. Send (e-mail/fax) a Fire Code Violation and/or other related DCA material to the Facilities Service Desk, for entry into TMA.

2. Enter Fire Code Violations into TMA that are found as a result of fire safety inspections performed by the University Department of Fire Safety staff.

3. In the event that the abatement period needs to be accelerated (e.g. for an imminent hazard), the Department of Fire Safety will coordinate with University Facilities, so as to accommodate the heightened priority level.

4. Offer any additional information to all University Facilities departments, units, vendors, and contractors regarding the FCV, so that they may abate the violation within the agreed to timeframe.

5. Periodically review this procedure to ensure that the best possible guidelines are in place for dealing with FCV and their corresponding TMA work orders.

VII. Responsibilities of the University Facilities Division

1. Upon receipt of a Fire Code Violation work order from the Facilities Service Desk, University Facilities managers and Functional Work Unit supervisors will route the work orders to the appropriate technician for completion.

2. By the end of the fourteen day abatement period, the University Facilities managers and supervisors will ensure that the work has been completed.

3. If the FCV cannot be abated by the date noted due to parts being unavailable, University Facilities will send, in writing to the University Department of Fire Safety, prior to the original abatement date, a request for extension of time, providing a reason for the extension, and a parts invoice, accompanied by a purchase order or a P-Card transaction number.

4. University supervisory personnel will be responsible for entering problem resolution information in the “results” box of their Fire Code Violation work order and for closing out the work order.

5. University Facilities assigned technicians, or their direct supervisor, shall communicate to the Facilities Service Desk any need to transfer FCV work orders to another functional work unit or an outside contractor, so that these necessary changes can be made and any related work orders issued.

6. University Facilities supervisory personnel will review all FCV items on a weekly basis and follow them through to completion.

7. In the event that there is confusion about any issue regarding a FCV, particularly its locations, the managers, supervisors, and technicians are responsible for reaching out to the University Department of Fire Safety at ext. 2086 for more information regarding the FCV.
VIII. Responsibilities of the Facilities Service Desk

1. The Facilities Service Desk will maintain the University Facilities work order system and enter FCV work orders.

2. The Facilities Service Desk will route FCV work orders to University Facilities staff, as per the indicated priority level in the University Facilities Priority Matrix.

3. The Facilities Service Desk shall generate and forward a bi-monthly report to all University Facilities managers that have outstanding FVC work orders, providing a copy to the Department of Fire Safety, at isslerj@mail.montclair.edu.