



Environmental Health & Safety

Oklahoma State University



FIRE and LIFE SAFETY BUILDING REVIEW

Environmental Health and Safety | University Health Services Suite 002 | Stillwater, OK 74078 | (405) 744-7241 | www.ehs.okstate.edu

June 2019

Status

Contact(s)	Implementation Date	Comments
Jerry Petre, EHS		Manual created September 2017.
Jerry Petre, EHS	June 2018	Updated template letter and review checklist.
Jerry Petre and Sharlie Doty, EHS	June 2019	Updated Building List and minor grammatical/punctuation revisions.

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A. INTRODUCTION

The mission of the Fire and Life Safety Building Review is to provide a proactive fire prevention program to ensure the safety of students, faculty, staff, and visitors on Oklahoma State University's Stillwater campus.

This is attained through a comprehensive effort of fire safety education, fire and life safety building reviews, and oversight of all maintenance performed on fire and life safety systems installed in all Stillwater campus facilities.

The Fire and Life Safety Building Review will evaluate public areas including hallways, stairwells, conference rooms, classrooms, storage areas, and mechanical rooms. The review looks for unsafe practices and conditions related to fire and life safety codes that may contribute to a fire or deter from effective evacuation of a building in case of an emergency.

Common concerns are:

- Unapproved storage in hallways and stairways.
- Blocked emergency exits.
- Propped open fire doors.
- Permanent use of extension cords.
- Non-operational exit signs and emergency lighting.

B. PROGRAM OVERVIEW

Fire Safety Education

Each Fire and Life Safety Building Review will be used as a training session for the recipient of the review. The review process will include a self-evaluation utilizing the Fire and Life Safety Review Form. The form will aid in identifying what fire and life safety hazards to look for in their building.

Planning a Fire and Life Safety Review

The Fire and Life Safety Review Form will be sent electronically to the designated building representative at least one month ahead of the scheduled Fire and Life Safety Building Review. This will give the designated building representative time to complete the self-evaluation and make any corrections as needed before the building review takes place.

C. FIRE AND LIFE SAFETY REVIEW PROCESS

All Fire and Life Safety Building Reviews shall be conducted using the Fire and Life Safety Review Form.

Review Preparation

In preparation for the Fire and Life Safety Building Review, the building file will be reviewed to ensure that all outstanding fire and life safety issues have been corrected.

Review of records from Facilities Management

To ensure that all fire alarm/detection/suppression systems, if installed, are being maintained and are fully operational; the building's maintenance and repair files that are maintained by Facilities Management shall be reviewed and verified prior to conducting the Fire and Life Safety Building Review.

Conducting the Fire and Life Safety Review

Fire and Life Safety Building Reviews will be conducted as a joint review throughout the year in coordination with the designated building representative (facilities/zone manager). For residential life buildings the reviews will be coordinated with residential life personnel.

Upon completion of the Fire and Life Safety Building Review, the Fire and Life Safety Specialist will document their findings and submit a Fire and Life Safety Review Report. This report will be reviewed by the University Fire Marshal prior to delivery to the designated building representative.

D. FIRE AND LIFE SAFETY REVIEW PRIORITY

The following criteria will be used by the University Fire Marshal to determine building review frequency. This frequency can change based on building modifications or changes in conditions.

Buildings Reviewed Annually

All occupancy group "R" buildings such as hotels, motels, transient boarding houses, apartment buildings, dormitories, non-transient boarding houses, and other high impact facilities shall have a Fire and Life Safety Review conducted annually.

University Buildings Reviewed Bi-Annually

All occupancy group "A" buildings such as gathering places for the purposes of civic, social, religious functions, education lecture auditoriums, recreation, food and drink consumption, or awaiting transport, shall have a Fire and Life Safety Building Review conducted on a two year cycle.

All occupancy group “B” buildings such as animal hospitals, kennels, banks, educational occupancies for students above the 12th grade, and spaces used for assembly with an occupancy load of 49 persons or less, shall have a Fire and Life Safety Building Review conducted on a two year cycle.

Other Building Reviews

Other occupancy groups such as group S, F and U may be reviewed when specifically assigned by the University Fire Marshal, as requested, or as a result of a written or verbal complaint.

Complaints Received

In response to the receipt of written or verbal fire and life safety complaint, the building will receive a Fire and Life Safety Building Review within three business days of receipt of the complaint.

Fire and Life Safety Building Reviews will not be conducted in facilities which are not the property of Oklahoma State University.

E. FIRE AND LIFE SAFETY REVIEW REPORT

Report Preparation

The Fire and Life Safety Review Report is written after the Fire and Life Safety Building Review to document findings of the review using photos, field notes and the Fire and Life Safety Review Form.

Any special circumstances that were encountered during the Fire and Life Safety Building Review, for example, “All rooms not entered due to the operation of the building.” will be noted.

The Fire and Life Safety Review Report is to be reviewed by the University Fire Marshal for completeness, legibility, and clarity. Each of the fire and life safety concerns will be clearly explained and the appropriate code citing will be noted.

Who Receives the Report

The designated building representative and others, as determined by the University Fire Marshal, will receive a copy of the Fire and Life Safety Review Report.

Correction Guidelines

Corrections to any identified safety items should begin immediately by the designated building representative or responsible parties following the receipt of the Fire and Life Safety Review Report.

The following guidelines are offered for establishing completion dates. They are to be used with discretion and professional judgment. These are only guidelines. More or less time to complete corrections may be needed depending upon the specific situation involved.

Immediate corrections

Dangerous or hazardous conditions shall be corrected immediately and reported to the University Fire Marshal; these conditions are such that they pose an immediate danger to life safety.

Examples:

- Totally blocked or locked exits.
- Open containers of volatile flammable liquids.
- Defective mechanical equipment, the continued use of which may result in fire or explosion.

Urgent safety corrections

Hazards to life or property, which may result or contribute to injury, death or loss of property if not corrected, should be corrected within 15 days.

Examples:

- Partially obstructed corridors.
- Non-compliant containers of combustible or flammable liquids.
- Installed fire suppression or detection systems are inoperable. Enhanced fire watch or other appropriate measures should be implemented until the system is restored to working order.
- Hazardous accumulation of combustible materials.
- Open, unprotected electrical wiring.

F. FILES

Building File

A building file will be maintained for each facility or building and will be located at Environmental Health and Safety. The file should have a basic floor plan and include pictures of the building, special building features, mechanical systems, and fire systems. Fire and Life Safety Review Reports and any pictures taken during Fire and Life Safety Reviews and will be made part of the building file. Building files shall be maintained for the life of the building.

File Maintenance

A copy of the Fire and Life Safety Review Report and all follow up correspondence will be placed into the file within three working days following the review. All reports and reviews will be filed in chronological order, most current on top.

Building Maintenance and Change Records

Appropriate documentation such as construction permits, system maintenance, service records, etc., will be placed in the building file.

APPENDIX

Building Occupancy Classification List

Occupancy Type	Building Name	Building Number
A	Seretean Center	2
A	Alumni Center	5
A	Bennett chapel	10
A	Boone Pickens Stadium North	21N
A	Boone Pickens Stadium South	21S
A	Boone Pickens Stadium West	21W
A	Gallagher Iba	29
A	Student Union	35
A	Edmond Low Library	40
A	North Classroom	41
A	Classroom	44
A	SPW Café	56
A	KD Café	66
A	CITD	70
B	Old Central	1
B	Bartlett Center	3
B	Morrill Hall	4
B	Gunderson	6
B	Business	7
B	Endeavor	8
B	Architecture	9
B	Paul Miller J&B	12
B	Thatcher	13
B	Whitehurst	15
B	PIO	19
B	Murray Hall	24
B	North Murray	25
B	Engineering South	27
B	Life Science East	28
B	Human Sciences West	30
B	Willard	31
B	Campus Fire Station	33

Occupancy Type	Building Name	Building Number
A	Baseball Stadium	72
A	Softball Complex	76
A	Colvin Center	92
A	Colvin Annex	109
A	Neal Patterson Stadium	199
A	Adams Market	262
A	NHOF Dining	267
A	McKnight Performing Arts Center	271
A	Tennis Facility	288
A	O'Brate Baseball Stadium	290
A	Animal Science Arena	639
A	Beef Cattle Arena	703
A	Postal Plaza	875
B	Family Resource Center	201
B	Vet Med Maint	202
B	Bert Cooper	211
B	Visual Arts Annex	212
B	Fire Protection Publications	216
B	Petroleum Tech Warehouse	218
B	Petroleum Tech Classroom	219
B	Fire Outdoor lab	220
B	FPST LAB	222
B	Construction lab	223
B	Gary F. Stewart Core Research	224
B	CEPL	226
B	Energy conservation lab	227
B	Ridge Road Green House	230
B	USIL	231
B	1202 West McElroy Rd	260
B	NOC Stillwater	281
B	Cowboy Mall	283

Occupancy Type	Building Name	Building Number
B	Human Sciences	36
B	McElroy Hall	39
B	Henry Bellmon Research	43
B	4H	45
B	ATRC	46
B	FAPC	47
B	Animal Science	49
B	USDA	50
B	Physical Science	51
B	NMR Lab	51A
B	Life Science West	53
B	Scott Hall	54
B	Agriculture Hall	57
B	Engineering North	59
B	C.E.R.L.	62
B	Agriculture North	63
B	Vet Med Annex	64
B	General Academic Building	68
B	Noble Research Center	69
B	ITLE	73
B	Risk Management	75
B	Recycling Center	77
B	FM North	78
B	FM South	79
B	Bio& Ag Engineering Lab	80
B	Greenhouse Learning Center	84
B	Motor Pool	85
B	Laundry	86
B	Math Sciences	89
B	FM Warehouse #5	90

Occupancy Type	Building Name	Building Number
B	Multimodal Bldg.	284
B	Indoor Training Center	286
B	Athletic Ticket Office Call Center	287
B	Track Facility	289
B	Canine Long Term Housing	320
B	Canine Long Term Housing Annex	320A
B	Long Term Housing Annex II	320B
B	Career Tech North and West	504
B	Career Tech Perky Building	505
B	Career Tech Central Building	506
B	Career Tech Curriculum Building	510
B	Career Tech Testing	511
B	Small Grains	616
B	SERC HQ	635
B	Equine Education	638
B	BioSystems and Ag Engineering West Annex	647
B	BioSystems and Ag Engineering West Machinery	648
B	Ag Research Lab (Forage)	653
B	Anaplasmosis	654
B	Bio Ag Engineering West (North bldg.)	658
B	Bio Ag Engineering west (South bldg.)	658A
B	Farm Shop Office	673
B	Insectary - Entomology	677
B	Entomology Lab	680
B	Entomology livestock lab	683
B	OBGA Educational Center	685
B	Oklahoma Gardening Center	686
B	SPREC	709
B	Oklahoma Foundation Seed Stocks	709A
B	Zoology Field Research	718

Occupancy Type	Building Name	Building Number
B	Turkey Cage Lab	98
B	Service Building – Poultry Farm	99
B	Poultry Battery Lab	103
B	ACOB	106
B	VMTH	107
B	Equine Sports Med.	108
B	OADDL	110
B	University Health Services	111
B	HAZ RXN LAB	112
B	Facilities Management Admin	113
B	Fire Pub & Training	114
B	MAE Lab	115
B	Electronics Lab	116
B	IT Building	134
B	University Testing	135
B	CVHS	136
B	Wellness center	197
F	Power Plant	37
F	Power Distribution Center	83
F	Waste Water Treatment Pilot Plant	105
F	West Chilled Water Plant	239
F	Central Plant	282
R	Stout Hall	34
R	Atherton Hotel	35H
R	Bennett Hall	38
R	Parker Hall	55
R	Wentz Hall	60
R	Iba Hall	82
R	Brumley Apts.. – Unit E2	120
R	Brumley Apts.. – Unit D4	121
R	Brumley Apts.. – Unit D3	122
R	Brumley Apts.. – Unit E1	123
R	Brumley Apts.. – Unit D1	124

Occupancy Type	Building Name	Building Number
B	LCB	722
B	Oklahoma Beef - Office	725
B	Oklahoma Beef - Sale Barn	725A
B	Fire Training Storage	727
B	H.S. Mendenhall Observatory	737
B	Bank NA	791
B	OSU Transit service	792
B	Equine Sports Research	800
B	Equine Sports Research Stall Barn	801
B	Equine Sports Research Storage	802
B	Equine Sports Research Force Plate Facility	803
B	Aviation Center	836
B	Richmond Hills	840
B	Venture One	850
B	Michael Morgan Building	851
B	Stillwater Center for the Arts	876
F	Vo Tech Print	300
F	Water Plant	670
F	Feed Mixing Plant	707
F	Feed Mixing Plant Annex	708
R	S-86 West Apts..	173
R	N-103 Williams Apts.	174
R	N-104 Williams Apts.	175
R	S-87 West Apts.	176
R	N-105 Williams Apts.	177
R	S-92 Stevens Apts.	178
R	S-88 West Apts.	179
R	S-91 Stevens Apts.	180
R	S-89 West Apts.	181
R	S-90 Stevens Apts.	182
R	S-75 South Apts.	183

Occupancy Type	Building Name	Building Number
R	Brumley Apts.. - Unit D2	125
R	Village CD	126
R	Village B	127
R	Village A	128
R	Village EF	129
R	S-42 Demaree Apts.	137
R	S-39 Demaree Apts.	139
R	S-41 Demaree Apts.	140
R	S-40 Demaree Apts.	141
R	S-38 Demaree Apts.	142
R	S-36 Demaree Apts.	143
R	S-37 Demaree Apts.	148
R	N-20 Prosser Apts.	149
R	N-25 Prosser Apts.	150
R	N-26 Prosser Apts.	151
R	N-28 Prosser Apts.	156
R	N-23 Prosser Apts.	157
R	N-22 Prosser Apts.	158
R	N-27 Prosser Apts.	159
R	N-24 Prosser Apts.	160
R	N-17 Prosser Apts.	161
R	N-16 Prosser Apts.	162
R	N-21 Prosser Apts.	163
R	N-18 Prosser Apts.	164
R	N-15 Williams Apts.	165
R	N-14 Williams Apts.	166
R	N-13 Williams Apts.	167
R	N-12 Prosser Apts.	168
R	N-19 Prosser Apts.	169
R	N-101 Williams Apts.	170
R	N-102 Williams Apts.	171
R	S-85 West Apts.	172
S	Upholstery Shop	88
S	Fire Pub Warehouse	117
S	Library Auxiliary	133
S	FM Warehouse #1	238
S	FM Warehouse #2	241

Occupancy Type	Building Name	Building Number
R	S-80 West Apts.	184
R	S-81 West Apts.	185
R	S-74 South Apts.	186
R	S-73 South Apts.	187
R	S-82 West Apts.	188
R	S-83 West Apts.	189
R	S-84 West Apts.	190
R	S-72 South Apts.	191
R	S-71 South Apts.	192
R	S-70 South Apts.	193
R	S-76 South Apts.	194
R	Mc Pherson Hall	245
R	Payne Ellis	246
R	Carreker West	247
R	Carreker East	248
R	Morsani Smith	249
R	Sitlington	250
R	Griffith Center	251
R	Young Hall	252
R	Davis Hall	253
R	Bost Hall	254
R	Zinc Allen	255
R	Patillo Community Center	256
R	Peterson-Friend	257
R	Kamm	258
R	Patchin Jones	259
R	Booker Stinchcomb	261
R	University Commons West	264
R	University Commons North	265
R	University Commons South	266
R	Helms Hall	663A
S	4St Parking Garage	270
S	Monroe St Garage	285
S	North Intramural Soccer Storage	315A
S	Western Rd Storage	325
S	Central Dining	656

Occupancy Type	Building Name	Building Number
S	FM Warehouse #3	242
S	FM Warehouse #4	243
S	Wentz Lane Parking	263
U	Indoor Hitting	48
U	Head house and 5 Greenhouses	61
U	FM Horticulture	225
U	North Intramural Soccer Restroom and Shelter	315
U	Drying and Weighing Lab - Agronomy	602
U	Storage Shed - Agronomy	603
U	Weeds Lab	604
U	Weeds Lab greenhouse	605
U	Barn B -Agronomy	609
U	Barn A - Agronomy	910
U	Agronomy Lab	611
U	Weed Annex - Agronomy	612
U	Office and Shops - Agronomy	613
U	Seed Center - Agronomy	614
U	Seed and Fertilizer - Agronomy	615
U	Small Grains greenhouse	617
U	Wheat Research - Agronomy	618
U	Weed Science - Agronomy	619
U	Agronomy Storage	620
U	Equestrian Saddling Barn	636

Occupancy Type	Building Name	Building Number
S	Library Annex	790
S	OSU Aviation Hangar	835
S	Maintenance Hangar	837
U	Sheep Barn	655
U	Dairy Barn	663
U	Wildlife Research Unit	667
U	Boat Storage	667A
U	Machine Shed - Animal Science Farm	675
U	Farm Shop ANSCI	682
U	Willard Sparks Beef Research Center	684
U	Plant and Soil Handling	687
U	Nursery Barn	692
U	Turf Research Building	693
U	Plant Pathology Lab	698
U	Nutrition -Physiology Lab Annex	700
U	Nutrition -Physiology Lab	701
U	Oklahoma Foundation Seed Stocks Equipment Storage	709B
U	Oklahoma Foundation Seed Stocks Seed Cleaning	709C
U	South Range Headquarters	716
U	Witcher Barn VM Ranch	742
U	North Range Office	775B
U	Unmanned Aircraft Station Control	900
U	Unmanned Aircraft Station Hangar	901

Oklahoma State University
Environmental Health & Safety

University Health Services, Suite 002 Stillwater, Oklahoma 74078 405.744.7241



To: Facility manager/Zone manger

DATE

Re: Fire and Life Safety Review of Bldg name (bldg. number)

Reviewed by: Name

On **DATE**, Environmental Health and Safety performed a Fire and Life Safety Review of **LOCATION**. **Summarize finding and trends. Discuss any attachments such as Fire and Life Safety review sheet, notes and any photos.** The tables below provide detailed information concerning deficiencies found during this review. *Immediate deficiencies are in italics and should be corrected first.*

Description of Deficiency	Action(s) Required	Action Completion Date	Corrected By	Date Corrected

Please return this copy by e-mail, fax or campus mail to Fire and Life Safety, 002 University Health Services, 744-7148 (fax), or fls@okstate.edu by the action completion date in the table above. Please contact me regarding questions or concerns about deficiencies or correction dates.

Respectfully,

NAME
 Fire and Life Safety Specialist
 405-744-7784

- Attachments:
1. Pictures
 2. Fire and Life Safety Review Form