



*Interoffice Memo*  
*Safety/Hazard Prevention Department*

**To:** Distribution  
**From:** David Blackburn, Interim Supervisor, Safety/Hazard Prevention  
**Date:** January 15, 2013  
**Subject:** Annual NY State Fire Inspection

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An inspector from the New York State Office of Fire Prevention and Control will be on campus conducting an annual fire inspection in conjunction with the Safety/Hazard Prevention office from January 28<sup>th</sup> through February 8th, 2013.

The fire inspector will be checking all areas of the college for safety issues. These areas include the Damon City Campus, Child Care Center, Applied Technologies Center, Residence Halls, and the Rush Range as well as the Brighton Campus.

If violations are found in your area, the department will be notified and given a determined amount of time to correct the issue. There is usually approximately a 30 day time period allowed to abate violations prior to a follow-up inspection. If the area is still found to be in violation at this follow-up inspection, the college is at risk for possible fines.

As always, the main objective is to immediately abate violations. This generally can be as simple as just removing the item noted, such as an extension cord. Listed below are some of the most common violations and how to correct them.

- **Extension Cords and Multi-Plug Adapters** – The most common prohibited items found during fire inspections are extension cords and multi-plug adapters. These are not allowed on campus. Instead of using an extension cord or multi-plug adapter, please use a power-strip. Also note that power-strip to power-strip connections (daisy chains) are not allowed. Each power-strip should be plugged directly into an electrical outlet.
- **Candles** – Candles are not allowed on campus. Any time a candle is lit, it is considered to be an open flame. Even candles that have not been used can be cited by the State Inspector. Battery powered “candles” are allowed for decorations.
- **Blocked Electrical Panels** – Many offices and storage areas include an electrical panel. It is important to keep these accessible as electrical panels are the circuit breakers that control electricity used on campus. Should there ever be an electrical problem, it is essential that these panels are easily accessible. If you notice an electrical panel within your area which is blocked, please clean up the area to make sure that the electrical panel is accessible.

- **Ceiling Tiles** – If there are missing or broken ceiling tiles in your area please contact Facilities or fill out an on-line Maintenance Request Order to have the ceiling tile replaced. The MRO is available through the Facilities department website at <http://www.monroecc.edu/depts/facilities/form.htm>.
- **Space Heaters** – During the winter months many employees use a space heater to keep themselves warm. While they are allowed, they must meet the following requirements:
  - Keep all space heaters at least 3 feet away from household combustibles.
  - They must be plugged directly into a wall outlet, not into a power-strip.
  - They must have a UL listing with a sticker located on the back of the heater.
  - They are required to have a tip-over safety switch which shuts off the heat if the unit is knocked over.
- **Obstructed Sprinklers** – Items must be stored at least 18” below the level of a sprinkler. In non-sprinkler buildings, items should be stored at least 24” below the ceiling. Please check your storage areas and materials to make sure that they are not interfering with the sprinkler systems ability to function properly.

All efforts will be made to try to keep any disruption to a minimum while the inspections are in progress. Please feel free to contact me at Ext. 3153 or by e-mail at [dblackburn3@monroecc.edu](mailto:dblackburn3@monroecc.edu) should you have any questions or concerns. Thank you in advance for your cooperation.

DB/pn

c: All Department Heads and Chairpersons