



## **Fire Safety Plan**

### **Faculty Building (Building # 21) Site and Building Plans (see Section's 10, 11 and 12)**

**Building Owner:** King's University College  
266 Epworth Avenue  
London, Ontario N6A 2M3

Telephone: 519-433-3491

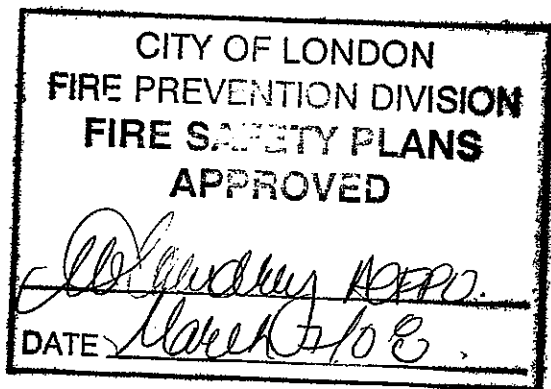
### **Emergency Contact Numbers:**

Fire Department	<b>911</b>
UWO Police	519-661-3300
Academic Dean	519-433-3491 ext. 4303
King's Security – Stinson	519-521-6215
Director of Physical Plant	519-709-4755



**Fire Safety Plan**

**Faculty Building (Building # 21)  
Site and Building Plans (see Section's 10, 11 and 12 )**



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## SECTION 1

### INTRODUCTION

Fire safety is an important responsibility for everyone. The consequences of an inadequate fire safety plan are especially serious for anyone involved in a group setting. Building occupants depend on the knowledge, skills and training of the **supervisory staff** in providing and maintaining a fire safe environment.

Procedures contained in a Fire Safety Plan must be designed specifically for each building. In a fire emergency, if followed properly, the procedures should reduce the risk of life safety for all occupants, visitors and staff in the building. To be effective however, a Fire Safety Plan requires the following:

- Commitment by management and supervisory staff to fire safety,
- A willingness by management to promote fire safety,
- Knowledge of the building,
- Knowledge of the fire safety protection equipment,
- A clear understanding of the procedures and how to implement them properly,
- Co-operation of supervisory staff to enhance the fire safety of occupants.

All educational facility owners, managers and administrators should have a copy of the Fire Code, Ontario Regulations 388/97, as amended, and the Fire Protection and Prevention Act, 1997.

The Fire Code is a provincial regulation made under Part IV of the Fire Protection and Prevention Act, 1997. The Fire Code states that the owner is responsible for carrying out “all provisions of the Code”.

Owners, managers, administrators and supervisors of educational facilities should be intimately familiar with their responsibilities under the Fire Code since contravention of any provision can result in a penalty.

As required by Section 2.8 of the Fire Code, the owner of an educational facility is responsible for the preparation of a Fire Safety Plan. In most cases, the Fire Safety Plan can be prepared by an experienced building or maintenance supervisor/manager in conjunction with the manager of the facility. Buildings with elaborate emergency systems may require the assistance of a fire protection consultant. After the plan has been prepared, it must be submitted to the Chief Fire Official for approval.

Once approved, the owner is responsible for implementing the Fire Safety Plan and training all staff in their respective duties. It is also the owner's responsibility to ensure that all visitors and staff are informed of what to do in case of fire or when the fire alarm sounds. During a fire emergency, a copy of the approved Fire Safety Plan shall be available for the responding fire department. This may be delivered by hand or, provided in a location approved by the Chief Fire Official, such as a security lock box at the main entrance to the building.

## SECTION 2

### DISTRIBUTION AND ALTERATIONS TO THE FIRE SAFETY PLAN

#### 2.1 Distribution of the Fire Safety Plan

The master copy of the Fire Safety Plan will be kept by the Physical Plant Department in the Wemple Building room W131. A copy of the Plan will be kept at the annunciator panel in the north stairwell of the Faculty Building.

A copy of the Plan will be kept in the Academic Dean's Office. This copy will be available to all building staff.

A copy of the plan will be kept in the Wemple building room W001. This copy will be available to all Security Staff, the Director of Physical Plant and all custodial and housekeeping staff.

Supervisory staff detailed in 4.1 will receive copies of the relevant sections of this Fire Plan.

A total of 3 copies will be distributed.

#### 2.2 Alterations to the Fire Safety Plan

Alterations to the Fire Safety Plan can only be undertaken by the Director of Physical Plant.

Suggested changes can come from anyone within the King's community or from the City of London Fire Department. These suggestions should be made in writing to the Director of Physical Plant.

The Director of Physical Plant will consult with the City of London Fire Department before any changes to the Fire Safety Plan are finalized.

Once changes have been agreed the Director of Physical Plant will modify and distribute copies of the revised Plan as detailed in 2.1.

#### 2.3 Abbreviations

##### Buildings

DLH	Dante Lenardon Hall
LH.	Elizabeth Labatt Hall
CCL	Cardinal Carter Library
AC	Alumni Court

TH	Townhouse
FB	Faculty Building

Titles

RA	Residence Assistant
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## 2.4 Definitions

**Alarm Signal:** an audible signal transmitted throughout a zone or zones or throughout a building to advise occupants that a fire emergency exists.

**Alert Signal:** an audible signal to advise designated persons of a fire emergency.

**Approved:** means approved by the **Chief Fire Official**.

**Check:** means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

**Chief Fire Official:** the assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the fire department appointed by the Municipal Fire Chief under Subsection 1.1.8. (of the Ontario Fire Code) or a person appointed by the Fire Marshal under Subsection 1.1.8.

**Inspect:** means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

**Owner:** any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

**Single Stage Fire Alarm System:** a fire alarm system designed so that activation of any alarm initiating device (i.e. manual pull station, smoke or heat detector, etc.) will cause a general evacuation **alarm signal** to sound on all audible signal appliances throughout the building.

**Supervisory Staff:** those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the Fire Safety Plan and may include the fire department where the fire department agrees to accept these responsibilities

**Test:** means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.



## SECTION 3

### AUDIT OF BUILDING AND HUMAN RESOURCES

#### 3.1 Fire Department Access and Staging Areas

The Faculty Building is situated on the south side of Epworth Avenue, just west of Dante Lenardon Hall. There is one designated fire route which is directly north of the building on Epworth Avenue. Parking lot P4 will serve as the staging area for the fire department.

#### 3.2 General Building Characteristics

The Faculty Building was constructed in 2007 and is primarily used for private faculty offices on the upper floors with two seminar rooms and an Emeritus Lounge in the basement.

The building has four levels and has enclosed stairwells at the North and South. The main entrance is on the east side of the building. The South stairwell exit and the main entrance are all at the first floor level. The North stairwell exit is at the mid level between the first floor and the basement.

There is an elevator at the North end of the building which serves all levels.

#### 3.3 Human Resources

Faculty Offices	37	Office hours vary
Seminar rooms	2	Each with seating for 26
Emeritus Lounge	1	Seating for 16 plus 5 carrels
Classroom	1	Seating for 14

Physical Plant Staff perform housekeeping and maintenance duties in the building throughout the week. These staff members will be organized as detailed below in Section 4.

### **3.4 Fire Alarm System Description**

A Simplex Panel is located inside the North stairwell at the exit. In addition an alarm will also annunciate on the central fire alarm panel located in the main entrance of the Wemple building. Any alarm on the Wemple building central alarm panel will automatically dial an alarm to the security pager as well as giving an audible alarm in Wemple.

The Faculty Building fire alarm system is a single stage fire alarm system. Activation of any alarm initiating device (i.e. manual pull stations, smoke or heat detectors, etc.) will cause a general evacuation alarm signal to sound an alarm throughout the building.

The general evacuation alarm is a modulating klaxon sound.

### **3.5 Suppression**

There is no sprinkler system in the Faculty Building.

ABC fire extinguishers are mounted throughout the building.

There is one fire hydrant at the edge of the parking lot, North of the building.

### **3.6 Shut-off Locations**

#### Natural Gas

The natural gas shut-off valve is outside at the North end of the building adjacent to the stairwell exit.

#### City Water

The city water shut off valve is in the service room (FB010) on the lower level.

#### Electrical Power

The main electrical disconnect is in room FB009 on the lower level.

### **3.7 Elevators**

There is one elevator in the building.

### **3.8 Emergency power and lighting**

Emergency (battery) lighting is provided throughout the building and covers all corridors, stairwells and exits.

### **3.9 Chemical storage, MSDS and Compressed Gases**

Small quantities of cleaning compounds may be present in the Janitorial areas. MSDS sheets for all chemicals used on the King's Campus are available in room W055 in the Wemple Building.

## SECTION 4

### INFORMATION FOR MEMBERS OF THE FIRE SAFETY ORGANIZATION (Supervisory Staff)

#### 4.1 Appointment and Organization of Supervisory Staff

In the context of this Fire Safety Plan, Supervisory Staff are those who have some delegated responsibility for the fire safety of building occupants.

The following positions have this responsibility in the event of a fire or evacuation of the Faculty Building:

All Security Personnel  
 All Custodians  
 Housekeepers who work in the Faculty Building  
 Director of Physical Plant  
 Maintenance Coordinator  
 Building Services Technician  
 Building Maintenance Assistant  
 All Switchboard Personnel

#### 4.2 Incident Manager

The individual who is available to take the role of Incident Manager will change depending on the time of day and availability.

In the event of a fire in the Faculty Building the role of Incident Manager will be taken in the following order:

Security Guard  
 Maintenance Coordinator  
 Director of Physical Plant

The Incident Manager shall:

- Read and understand the approved Fire Safety plan.
- Be in charge of implementing the approved Fire Safety Plan.
- Know where appropriate fire exit routes are located.
- Participate in at least one fire drill every year.
- Know the audible fire alarms.
- Regularly check the building for hazards and problems with fire safety equipment. These are to be reported immediately to the Director of Physical Plant.

- During an evacuation will direct the activities of Supervisory staff as outlined in section 4.3 below.
- During an evacuation will act as first point of contact for the City of London Fire Department, Campus Police, City of London Police or other agencies.
- Will only silence the alarm in consultation with the Fire Department.

#### **4.3 Responsibilities of Supervisory Staff in Fire Safety.**

The primary role of supervisory staff during a fire or building evacuation is to assist building occupants in safely leaving the building and assembling at the designated location.

Unless they have been specifically trained, Supervisory Staff are not to take part in fire fighting activities

Any fire alarm in the Faculty Building will also sound the alarm in the Wemple building and activate the fire pager, this will alert either Security or Reception. The individual hearing the alarm will immediately check the panel to establish the source of the alarm and call the City of London Fire Department, giving details of which building is involved. This person will then notify the Incident Manager who will immediately proceed to the Faculty Building. Security or Reception will notify other Physical Plant personnel by radio of the nature and location of the incident. The alarm may not be silenced until authorized to do so by the Incident Manager.

Actions to be taken by Supervisory Staff under the direction of the Incident Manager are:

- Report to the Incident Manager at the building.
- The Incident Manager will designate an individual to go to Epworth Avenue to direct the City of London Fire Department to the building. The three bollards must be removed.
- Assist the building occupants to evacuate the building.
- The Incident Manager will contact, or designate an individual to contact Western Campus Police at 519 661-3300. They will inform the Campus Police of the nature of the incident and what level of assistance may be required.
- Keep people away from the building.
- Make sure the fire route to the building is clear.
- Keep people away from any fire fighting activities and/or equipment.
- Move those evacuated from the building to the meeting point. The meeting point for the Faculty Building is parking lot P4, North of Dante Lenardon Hall.

- Assist the Incident Manager in doing a head count of those evacuated from the building. Report any missing or unaccounted persons to the Incident Manager.
- Following a head count at the meeting point, move those evacuated indoors to a safe location, such as Wemple Cafeteria.
- Call for first aid assistance for those in need.
- Ensure that no one re-enters the building until the City of London Fire Department have said it is safe to do so.

#### **4.4 General Fire Procedures for all Staff**

Any staff members in the building at the time of the alarm should evacuate immediately and proceed to the meeting area. The meeting area for the Faculty Building is parking lot P4, North of Dante Lenardon Hall.

Any staff members in other buildings should remain where they are unless specifically requested to provide assistance.

Any staff members who are trained in first aid should report to the Incident Manager at the meeting point and provide first aid as required.

#### **4.5 Calling the City of London Fire Department**

As mentioned in section 4.3 an alarm from any building on the King's Campus will annunciate on the fire panel in the Wemple building and will automatically call the security pager.

King's Security or the Switchboard operator must immediately call 911 to ensure that the City of London Fire Department have been dispatched.

#### **4.6 Documentation**

All fire alarms and fire alarm tests must be documented even if the alarm proves to be false.

It is the responsibility of security, or in their absence, Switchboard Personnel to ensure that the fire alarm log (see Appendix IV) is completely filled out.

Once the Fire Alarm Log has been completed, Reception will pass it to the Director of Physical Plant for signature.

Completed Fire Alarm Logs will be kept in a binder at the Switchboard.

## **SECTION 5**

### **CONTROL OF FIRE HAZARDS**

The building will be checked daily for fire hazards. These checks will be conducted by the Supervisory Staff listed in Section 4.1.

It is the responsibility of all building occupants to promptly report fire safety problems and hazards.

The following fire hazards will be checked

- Housekeeping standard at a high level of cleanliness.
- Combustible material to be stored in appropriate areas.
- Fire doors not propped open.
- Defective electrical wiring and appliances.
- This is a non-smoking building and will be strictly enforced.
- Exhaust hoods clean.
- Fire exits and escape routes unobstructed.
- Fire safety equipment accessible and unobstructed.

## SECTION 6

### EMERGENCY PROCEDURES FOR OCCUPANTS

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations and at all elevators.

**It is mandatory to evacuate the building whenever the fire alarm (continuous bell) sounds. Do not use elevators.**

Upon discovery of a fire:

- Leave the fire area immediately and close all doors.
- Activate the fire alarm at the nearest manual pull station.
- Call Fire Department 911
- Leave the building via the nearest exit.

Upon hearing the fire alarm:

- Leave the building via the nearest exit.
- Close all doors behind you.

It is important that you remain calm during an evacuation. If you encounter smoke use an alternate exit.



## SECTION 7

### MAINTENANCE OF FIRE PROTECTION EQUIPMENT

#### 7.1 Fire Safety Systems and Equipment

Proper maintenance of Fire Safety System and Equipment is the responsibility of the Maintenance Coordinator who also documents these inspections.

Fire safety Systems and Equipment will be checked and maintained as follows:

##### Annual Checks

- Fire control panels, annunciator, smoke/heat detectors, manual pull stations and all other wiring and components of the Fire Alarm System will be tested annually by a competent contractor.
- The sprinkler system including all valves, pumps, flow switches, etc. is checked annually by a competent contractor.
- All fire hose cabinets and hoses are inspected and repacked annually.

##### Monthly Checks

- Fire extinguishers are checked monthly and have an attached tag indicating the last check date.
- All emergency lighting, battery packs and emergency generators are checked monthly.

##### Daily Checks

- Security will check the Fire Alarm System on a daily basis. A power failure will result in a trouble alarm. Any trouble alarms will be reported to the Director of Physical Plant.
- Security will check daily that the pager is working. This is done by activating the test button on the Wemple annunciator panel. Any malfunction must be reported to the Director of Physical Plant.
- Security will check doors daily to ensure that they are not propped open or obstructed.

## **7.2 Alternate Measures for Temporary Shutdown of Fire Protection Equipment or System.**

Occasionally Fire Protection Systems or Equipment must be shutdown or is not operational. Alternative measures may also be requested by the Fire Department. In this event the following steps are to be taken:

- Notify the Director of Physical Plant of the impairment.
- The Director of Physical Plant is responsible for advising building occupants of the impairment.
- The Director of Physical Plant is responsible for arranging alternative measures. These will usually include a Fire Watch. The Fire Watch will be situated in the building and will have a means of alerting occupants of a problem and also a means of communicating to summon help.
- Where the impairment involves an unoccupied building the Fire Watch may be limited to an hourly inspection.
- Notify the fire department
- Once the system is fully operational the Director of Physical Plant is to be notified and advise fire department

## **7.3 Duties of a Fire Watch**

- Notify building occupants of the impairment.
- Notify building occupants of the alternative warning and notification system e.g. use of bull horn and siren.
- Inspect all vacant rooms in the building on a regular basis. It is not necessary to inspect occupied rooms but the occupants must be instructed how to report a problem.
- The Fire Watch must receive instruction on their duties under this plan.
- The Fire Watch will keep a log of actions taken and rooms inspected.

## **SECTION 8**

### **FIRE DRILLS AND TRAINING**

#### **8.1 Fire Drills**

A fire drill and evacuation will be conducted annually to train Supervisory staff in their responsibilities.

#### **8.2 Training**

The Director of Physical Plant will arrange training for all Custodians and Housekeepers on their duties under the Fire Safety Plan. This training will take place annually and will be documented.

The Stinson Security Supervisor will train all Security Staff on their duties under the Fire Safety Plan. This training will take place annually and will be documented.

The Maintenance Coordinator or the Building Services Technician will take part in all training sessions. In particular they will assist in training other Supervisory Staff on the components of the Fire Safety System and on the method of resetting the system after an alarm.

## **SECTION 9**

### **OCCUPANTS REQUIRING ASSISTANCE**

#### **9.1 Guidelines for Evacuation of Wheelchair/Scooter Users and Persons with Mobility Disabilities**

- If at ground level, exit on wheelchair ramp or down steps with assistance
- If staircase must be used to reach ground level, remain at Emergency Evacuation Point until help arrives.
- **DO NOT USE ELEVATORS**
- If the person you are assisting is unable to speak clearly, look for a sign on the chair with printed instructions

#### **9.2 Guidelines for Evacuation of Persons who are Blind/Low Vision**

- Identify yourself
- Describe the emergency and ask if help is needed and how it can be provided.
- Let the person take YOUR elbow. Describe your surroundings, give directions clearly and accurately. Alert him/her to upcoming stairs or other obstacles.
- Guide dogs are the responsibilities of their owners. Do not distract the dog, it is working.

#### **9.3 Guidelines for Assisting Persons who are Deaf or Hard of Hearing**

- Alert the person(s) that an emergency exists by using notes or hand gestures. Note: Lip-reading is a skill that some persons who are Deaf or Hard of Hearing have difficulty mastering. Consequently, utilizing this form of communication during an emergency may prove problematic, especially if the hearing person has an accent, facial hair, or the lighting is poor.

#### **9.4 Guidelines for Assisting Persons with Asthma**

- If there is smoke, encourage the person to crawl and if possible have them cover their mouth with a damp cloth.

#### **9.5 Guidelines for Assisting Persons with Epilepsy**

- Some persons with epilepsy report that loud and startling noise such as a fire alarm may trigger a seizure. In the event the person has a seizure keep them safe from further harm and do not force anything in their mouth.

## **9.6 Guidelines for Assisting Persons with a Developmental Disability**

- It is essential that staff and faculty working with a person with a Developmental disability remain composed during an emergency. Calmly explain what is happening in clear terms and guide the person to a safe exit

## **9.7 The Responsibility of the Person Requiring Assistance**

In an emergency situation, it is critical that you are clear about your needs during an evacuation and that these needs have been conveyed to your instructors, other staff, Human Resources (if you are a staff or faculty member). As well during weekends and after hours, you should notify security of your location.

## **9.8 Pre-Emergency Preparation for Persons Requiring Assistance**

- Be familiar with the buildings, exits, and Emergency Evacuation Points.
- Speak to instructors and other staff about your evacuation needs
- Know the safest method of assistance you may require
- Should you have communication difficulties and if you use a wheelchair or scooter, place a sign on your chair with instructions
- Carry a cell phone, loud whistle or similar device you can operate. (Note: Due to the structure of the buildings, some cell phones do not work in some locations of the building). Know the Security phone number (519 521-6215) in the event you need to alert people of your location if you become trapped. In a life-threatening situation, if you have any problems contacting Security, call 911 and advise them of the situation and your exact location
- While attending class, position yourself near a doorway for easier exit. Do not block the doorway

## **9.9 Instructions to transport persons requiring assistance to evacuate via stairwells (If required)**

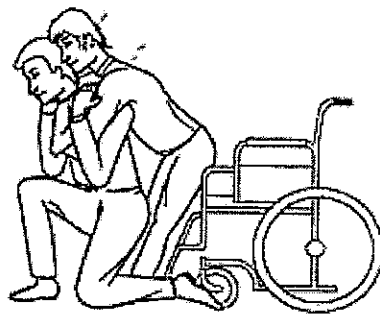
Under normal circumstances, persons who require assistance should be evacuated via ramp or left beside the designated evacuation points under the supervision of a staff member until such time as the Fire Department can effect a rescue. But under some circumstances, it may be life threatening for that person to remain on the floor awaiting Fire Department rescue. Evacuation may be to another area of refuge. Under these circumstances, the person requiring assistance must be transported via the stairs to the exterior. The following are examples of some techniques that may be used to transport a person via stairwells where ramps are inaccessible.

Do not attempt to take an electrically powered chair up or down stairs. There are Emergency Transport Chairs located at the recreation centre 1st level, campus police and at the theatre should the need arise.

**Only persons professionally and regularly trained in these lifting techniques should attempt to evacuate persons requiring assistance.**

### **THE BACK LIFT**

The rescuer would kneel at the front of the person and place the person's arm up and over the rescuer's shoulder and across his/her chest. The rescuer would then lean forward before rising slowly, to a full standing position.



### **INSTRUCTIONS TO TRANSPORT PERSONS REQUIRING Assistance to evacuate via stairwells (If required) TWO RESCUER SEAT CARRY**

The rescuers position themselves next to the wheelchair (or beside the person) in order to grasp each other's upper arm or shoulder as per illustration #2. The person being assisted would place his/her arms firmly around both rescuer's necks as per illustration #3. The two rescuers would then lean forward placing the free arm under the individual's legs, firmly grasping each other's wrists as per illustrations #4 and #5. Working together, both rescuers lift, using legs, then carefully stepping forward.

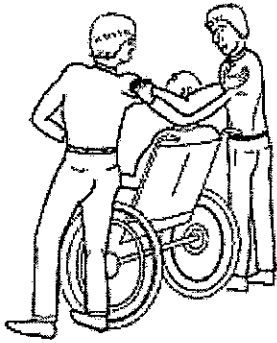


ILLUSTRATION #2

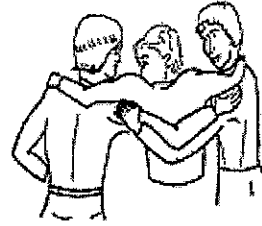


ILLUSTRATION #3

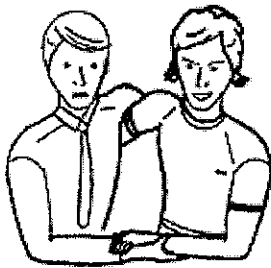


ILLUSTRATION #4

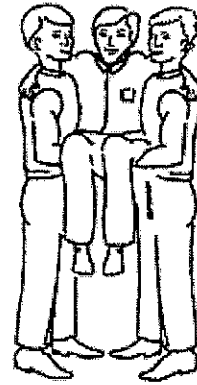
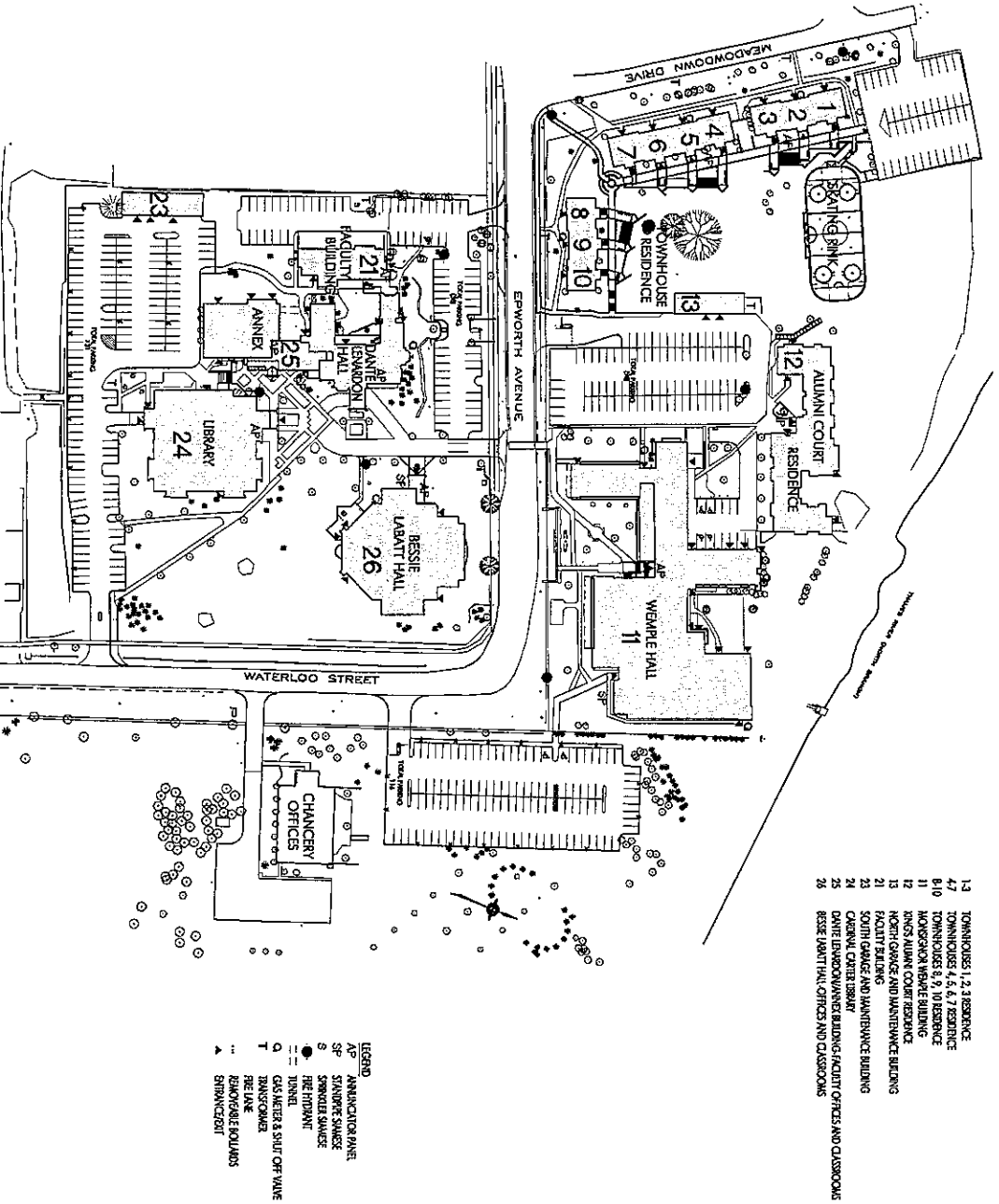


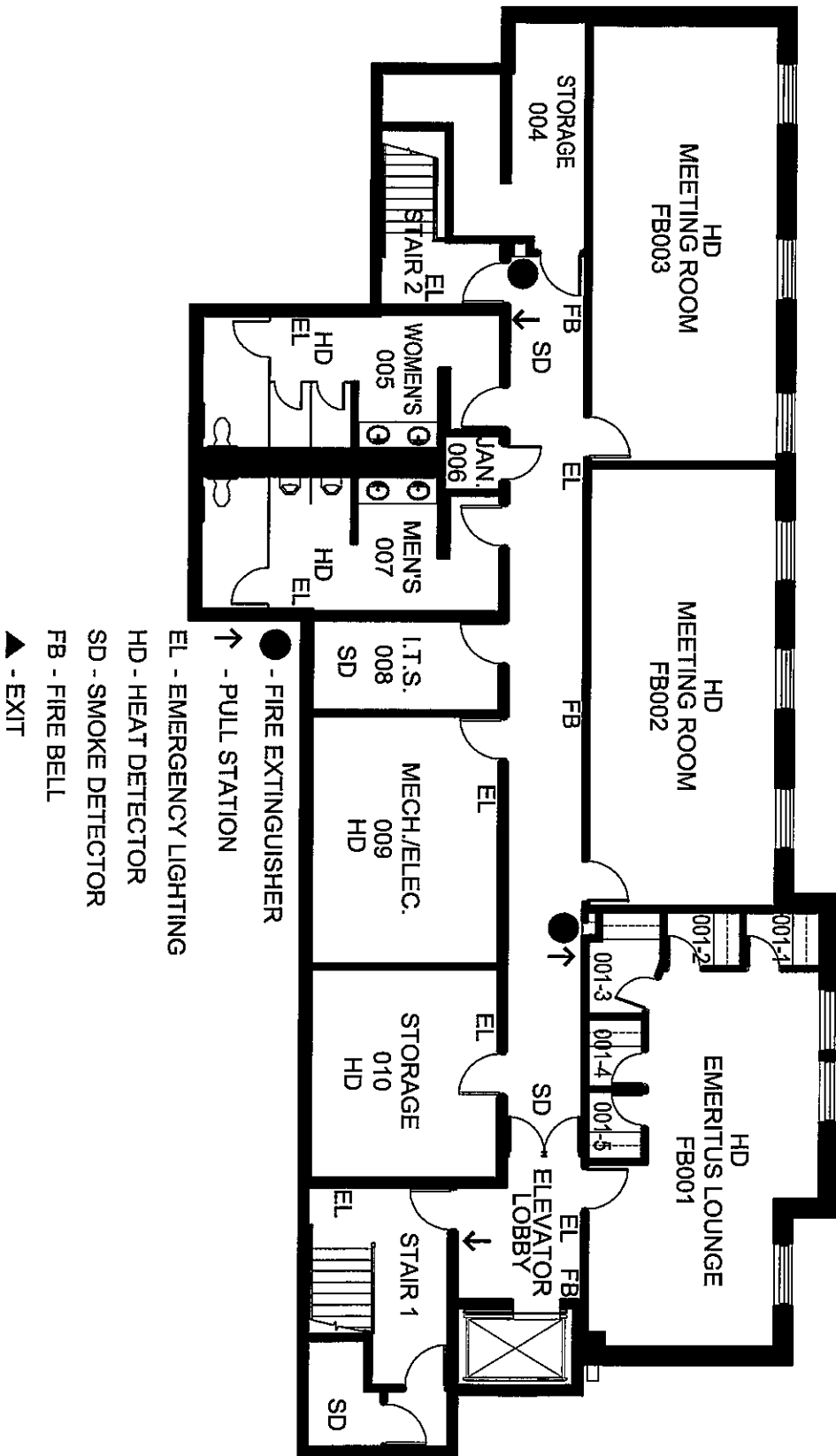
ILLUSTRATION #5

# KING'S UNIVERSITY COLLEGE CAMPUS SITE MAP



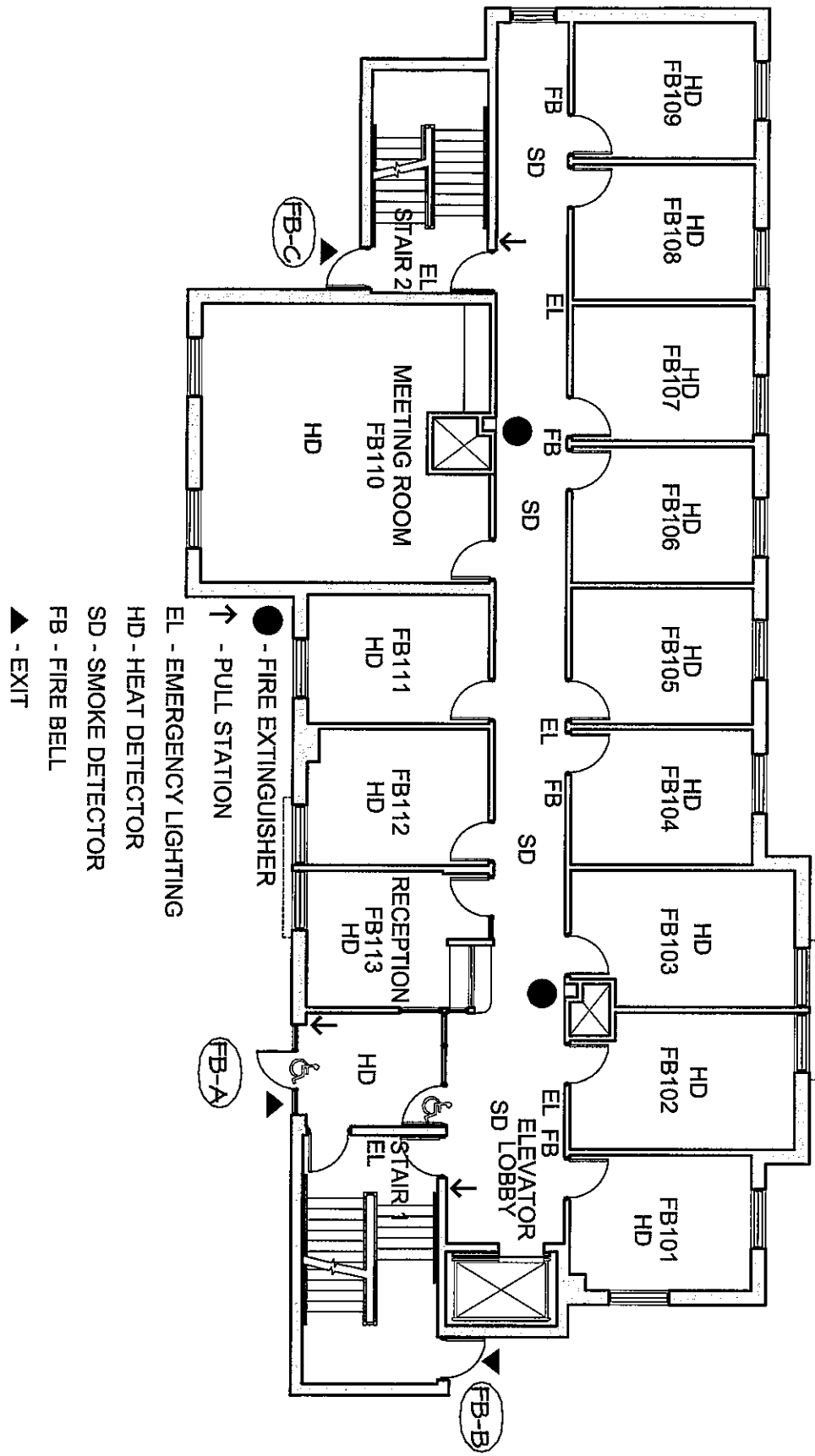
- 1, 2, 3 TOWNHOUSE RESIDENCE
- 4, 5, 6, 7 TOWNHOUSE RESIDENCE
- 8, 9, 10 TOWNHOUSE RESIDENCE
- 11 MONSIEUR VASSE BUILDING
- 12 JONES ALUMNI COURT RESIDENCE
- 13 NORTH GARAGE AND MAINTENANCE BUILDING
- 14 FACULTY BUILDING
- 15 SOUTH GARAGE AND MAINTENANCE BUILDING
- 16 CHEMICAL CENTER LIBRARY
- 17 DANIE LEBOUVINIERE BUILDING FACULTY OFFICES AND CLASSROOMS
- 18 BESSIE LABATT HALL OFFICES AND CLASSROOMS
- 19 WEARIE HALL
- 20 ALUMNI COURT RESIDENCE
- 21 FACULTY BUILDING
- 22 ANNEX
- 23 LIBRARY
- 24 LIBRARY
- 25 BESSIE LABATT HALL
- 26 BESSIE LABATT HALL



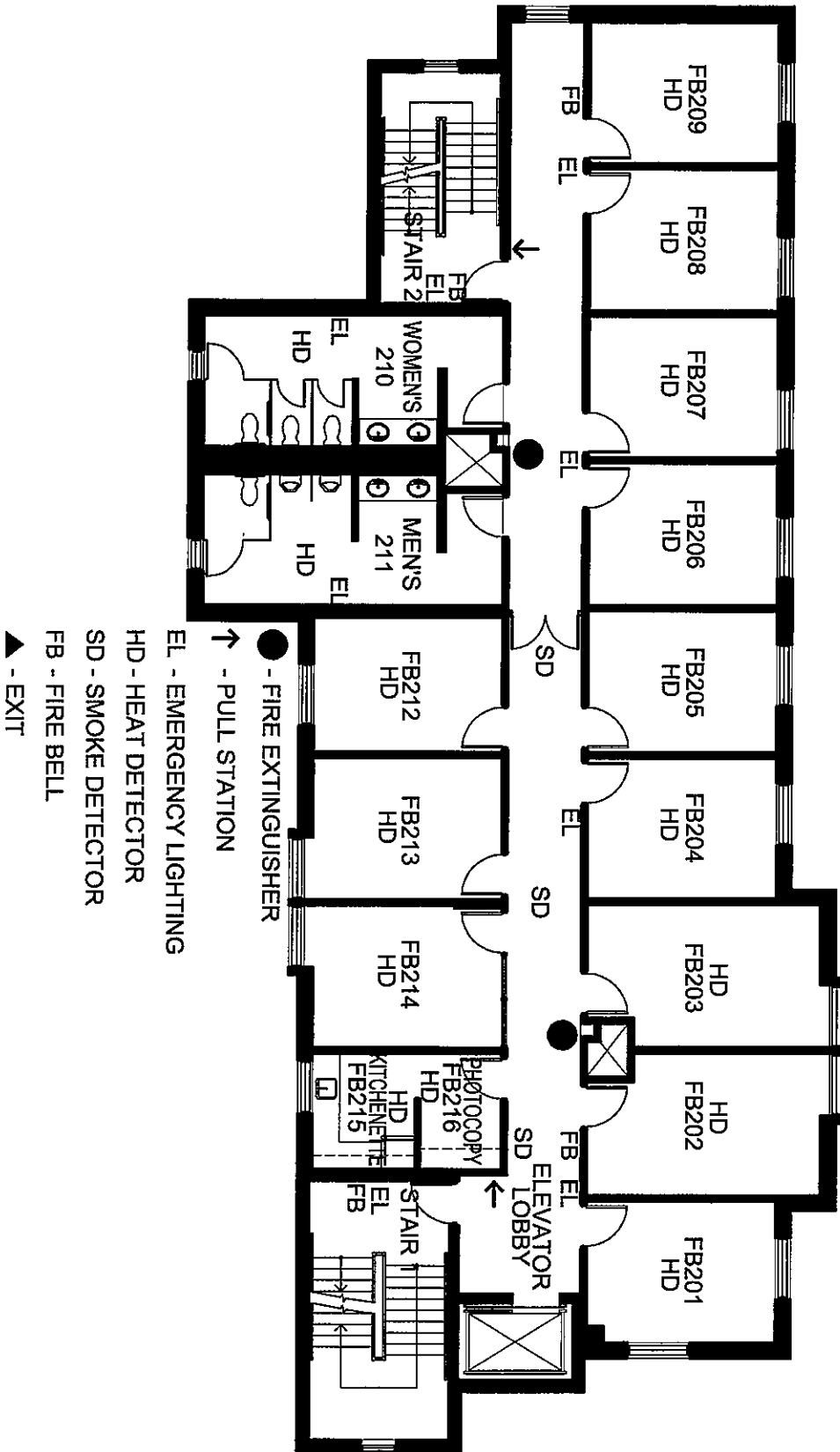


- - FIRE EXTINGUISHER
- ↑ - PULL STATION
- EL - EMERGENCY LIGHTING
- HD - HEAT DETECTOR
- SD - SMOKE DETECTOR
- FB - FIRE BELL
- ▲ - EXIT

FACULTY BUILDING - LOWER LEVEL

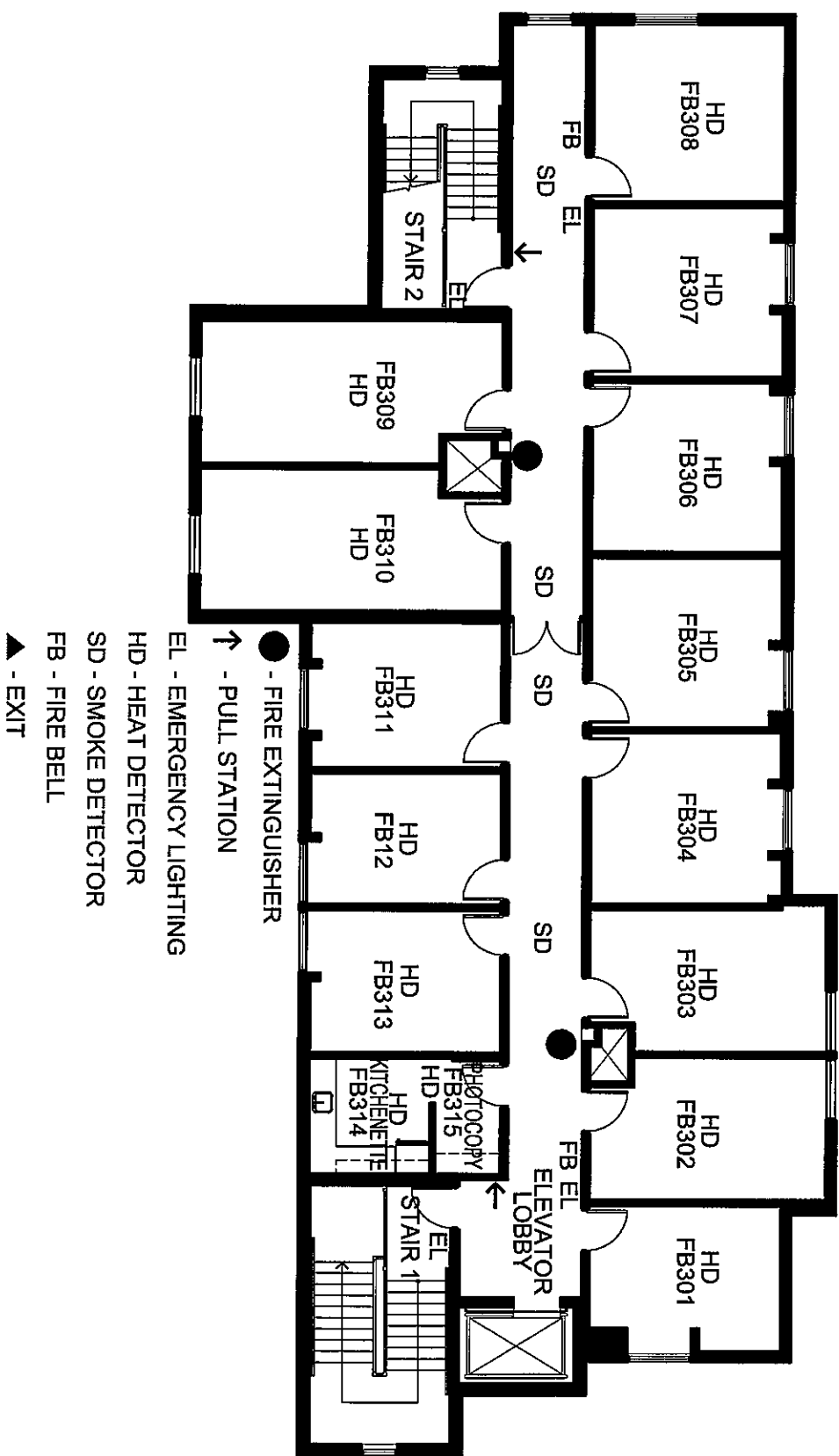


FACULTY BUILDING - FIRST LEVEL



- - FIRE EXTINGUISHER
- ↖ - PULL STATION
- EL - EMERGENCY LIGHTING
- HD - HEAT DETECTOR
- SD - SMOKE DETECTOR
- FB - FIRE BELL
- ▲ - EXIT

FACULTY BUILDING - SECOND LEVEL



- - FIRE EXTINGUISHER
- ↑ - PULL STATION
- EL - EMERGENCY LIGHTING
- HD - HEAT DETECTOR
- SD - SMOKE DETECTOR
- FB - FIRE BELL
- ▲ - EXIT

FACULTY BUILDING - THIRD LEVEL



**FIRE ALARM LOG**

MONTH: \_\_\_\_\_ DAY: \_\_\_\_\_ YEAR: \_\_\_\_\_ TIME: \_\_\_\_\_

ON DUTY RECEPTIONIS/SECURITY GUARD: \_\_\_\_\_

FIRE DEPT CALLED: YES  NO  BY WHOM: \_\_\_\_\_

BUILDING LOCATION: \_\_\_\_\_

SPECIFIC LOCATION: \_\_\_\_\_

CAUSE OF ALARM  ACTUAL FIRE  FALSE ALARM \_\_\_\_\_

- Evacuation Completed Successfully
- List Physical Plant Employees Responding to the Alarm

\_\_\_\_\_  
\_\_\_\_\_

Problems Encountered – YES  NO  If yes, list below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alarm Reset by: \_\_\_\_\_ Authorized By: \_\_\_\_\_

If not, list actions taken below: \_\_\_\_\_  
\_\_\_\_\_

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report Filed By: (Print Name)

Signature

\_\_\_\_\_  
\_\_\_\_\_

Director of Physical Plant (Print Name)

Signature