



*Office of the Associate Vice President for Facilities Management
Office of the College Building Official*

P.O. Box 8795

Williamsburg, VA 23187-8795

757/221-2255, Fax 757/221-2254

DIRECTIVE: 530

Date: October 29, 2015

SUBJECT: Remediation of Safety/Life Safety Deficiencies

PURPOSE: To establish procedures for the identification and resolution of existing building deficiencies which have a negative impact on safety/life safety systems.

POLICY: Existing deficiencies which negatively affect safety/life safety systems that are identified during the normal course of executing a project shall be remediated.

DEFINITIONS:

- **CWM Project Manager:** The Project Manager representing the Facilities Planning, Design and Construction (FPDC) Department.
- **CWM O&M Supervisor:** The O&M Supervisor responsible for the project.
- **Life Safety Systems:** Any systems associated with safe egress to a public way; emergency power, or fire/smoke containment, detection or suppression.
- **Existing Deficiencies:** Deficiencies in existing building systems, which if left uncorrected could pose a health, fire or life safety hazard. Examples include cross connections or missing back flow preventers on potable water systems; exposed wiring/unsafe electrical systems; deficient emergency lighting; blocked or restricted means of egress etc.
- **Deferred Life Safety Deficiencies:** Deficiencies whose scope is determined to be too significant for immediate resolution which have been identified and deferred for future corrective action as funding can be made available.




PROCEDURE:

Identification of Existing Life Safety Deficiencies:


- **The CWM Project Manager/O&M Supervisor shall:**
 - Review the intended scope with the A/E on site prior to initiating the design contract.
 - Task the A/E with noting existing deficiencies identified during the initial on site scope review, during the normal course of field investigation, and during the normal course of construction.
 - Notify Directors of Operations and Maintenance and Facilities Planning, Design and Construction, and the College Building Official as appropriate, as soon as the deficiencies are discovered.
 - For non-FPDC managed projects:
 - For maintenance projects that do not require the services of an A/E, the O&M Supervisor will review the intended scope on site with the Director, Operations and Maintenance. The Director, O&M, shall review the issue with the Associate Vice President for Facilities Management (AVP) and note/discuss the existing deficiencies.
 - The Supervisor will review noted deficiencies with the appropriate Code Review Team engineer and recommend a course of action to the Director, O&M.
 - Resolve existing deficiencies by one of the following methodologies:
 - Include resolution of the existing deficiencies in the project scope of work; funding to be either project or O&M depending upon cost. This is the preferred alternative.
 - Initiate a work order for Operations and Maintenance to resolve the deficiency prior to the completion of the project.
 - When the deficiencies are determined to be too significant in scope for resolution by either of the previous two methodologies, the Directors shall work with the College Building Official to develop a resolution.



- **The Directors of O&M and FPDC shall:**
 - Ensure all existing deficiencies are corrected or a method for future correction is identified.
 - Recommend a plan for future correction of deferred life safety deficiencies to the AVP, Facilities Management and the College Building Official for their approval.
- **The AVP for Facilities Management and College Building Official shall:**
 - Reach consensus on the best method to resolve the deficiencies considering risk, funding and scheduling factors.
 - Track identified deficiencies until corrected.



David W. Rudloff, P.E., CBO
College Building Official



Van Dobson, P.E.
Associate Vice President