

**Safety Assessment of Leased Property****SPP# A-3****Quick Reference**

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**1.0 Purpose**

The purpose of this safety policy and procedure is to provide guidelines and checklists for the evaluation of leased property within North Carolina Department of Transportation (NCDOT).

**2.0 Scope and Applicability**

Currently leased facilities and proposed leased space must be evaluated for fire protection and life safety. These evaluations are part of the leasing procedures coordinated by the State Property Office.

This safety policy and procedure provides guidelines and a checklist to assist NCDOT safety personnel in leased property assessments.

This document applies to those employees who perform leased property assessments for NCDOT.

**3.0 Reference**

This safety policy and procedure is established in accordance with State Property Office and Department of Insurance guidelines.

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### 4.0 Policy

It is the policy of NCDOT to provide a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees or the public. Therefore, all NCDOT leased properties will be assessed for life and fire safety.

### 5.0 General Responsibilities

It is the responsibility of each manager/unit head, supervisor, and employee to ensure implementation of NCDOT's safety policy and procedure on Safety Assessment of Leased Property. It is also the responsibility of each NCDOT employee to report immediately any unsafe act or condition to his or her supervisor. Specific responsibilities are found in Section 6.3.

### 6.0 Procedure

This section provides applicable definitions, establishes general provisions, and identifies specific responsibilities required by NCDOT's safety policy and procedure on Safety Assessment of Leased Property.

#### 6.1 Definitions

##### **Leased Property**

Property that is rented from another property owner and used for NCDOT purposes.

#### 6.2 General Provisions

This section details the provisions of this safety policy and procedure with each provision discussed in a separate subsection. These provisions are:

- Leasing Authority
- Fire and Safety Checklist

##### 6.2.1 Leasing Authority

The State Property Office delegates leasing authority to NCDOT in a two-tier system. This two-tiered system is:

- Property leases with annual rental not exceeding \$5,000
- Property leases with annual rental between \$5,000 and \$12,000 and lease term not exceeding 3 years

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NCDOT executes property leases with annual rental not exceeding \$5,000. NCDOT also executes leases for properties with annual rental between \$5,000 and \$12,000 and lease terms not exceeding 3 years by submitting a proposal to lease form to the State Property Office.

The State Property office executes those leases with annual rentals exceeding \$12,000 and/or terms exceeding 3 years.

### 6.2.2 Fire and Safety Checklist

Appendix A presents a fire and safety checklist developed by the Department of Insurance which is to be used in leased facilities evaluations. This checklist can be used to:

- Evaluate existing fire and safety conditions on leased properties (existing and proposed)
- Evaluate and compare competitive proposals for leased spaces

This checklist is to be used by NCDOT safety personnel (Division Safety Officers and Safety and Loss Control Safety Engineers) to evaluate existing and proposed leased spaces under NCDOT's leasing authority.

This checklist should be completed far enough in advance of the lease renewal or potential new lease to permit effective negotiations for building safety improvements. This list is not all-inclusive and a building which looks good may still have conditions detrimental to life safety or loss prevention.

For existing or proposed leases with annual rentals between \$5,000 and \$12,000 and the lease term not exceeding 3 years, a "*Proposal to Lease*" (State Property Office Form PO-28) must be attached. The Department of Insurance inspects proposed or existing leased locations that exceed \$12,000 in annual rental or the lease term exceeds three years.

## 6.3 Specific Responsibilities

### 6.3.1 Managers/Unit Heads

Managers/Unit Heads are responsible for identifying the leased buildings and/or facilities in their organizations. They will also identify which of these buildings and/or facilities are under NCDOT's direct leasing authority and which ones are not. They will coordinate and obtain fire and safety inspections as required by this safety policy and procedure.

Managers/Unit Heads are also responsible for communicating building and/or facility life and fire safety deficiencies to the State Property Office and the building owner.

Managers/Unit Heads will also ensure compliance with this safety policy and procedure through their auditing process.

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### 6.3.2 Supervisors

Supervisors will assist as requested in the life and fire safety inspections of buildings and/or facilities. They will also note any life and fire safety deficiencies during their facility and jobsite audits.

### 6.3.3 Employees

Employees shall report any life and fire safety deficiencies in buildings and/or facilities to their immediate supervisor.

### 6.3.4 Safety and Loss Control

Safety and Loss Control will provide prompt assistance to managers/unit heads, supervisors, or others as necessary on any matter concerning this safety policy and procedure.

Safety and Loss Control Safety Engineers will perform life and fire safety assessments of buildings and/or facilities and provide technical guidance to other safety personnel performing such inspections.

Safety Engineers will provide consultative and audit assistance to ensure effective implementation of this safety policy and procedure.

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**APPENDIX A: Leased Property Fire and Life Safety Checklist**

DATE: \_\_\_\_\_

EVALUATION BY: \_\_\_\_\_

MAIL ADDRESS: \_\_\_\_\_

TELEPHONE#/FAX#: \_\_\_\_\_

BUILDING CHECKED: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

OWNER'S REP: \_\_\_\_\_

TELEPHONE#/FAX #: \_\_\_\_\_

TYPE OF LEASE:                     RENEWAL     PROPOSED

RESULTS and COMMENTS: \_\_\_\_\_

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

YES	NO	<u>EXITS, EXIT ACCESS, AND SEPARATION</u>
<input type="radio"/>	<input type="radio"/>	1. Does building have at least two remote exits? If NO, answer Item (2). If YES, skip to Item (3).
<input type="radio"/>	<input type="radio"/>	2. Answer (2) ONLY if Item (1) was NO: Does building contain less than 3500 square feet per floor, not exceed two stories, have not over 40 occupants, and travel distance to proper exit not exceed 75 feet? If NO, see Note (A).
<input type="radio"/>	<input type="radio"/>	3. Is travel distance to exit or to an enclosed exit stair less than 200 feet (250 feet if sprinklered) and any dead end in exit access corridors less than 20 feet (50 feet if pre-1991 building)? If NO, a Code deficiency exists.

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### APPENDIX A: Leased Property Fire and Life Safety Checklist (Continued) 2

YES	NO	<u>EXITS, EXIT ACCESS, AND SEPARATION</u>
<input type="radio"/>	<input type="radio"/>	4. Are all the exit stairs fully enclosed with at least one-hour fire rated construction, with “B”-labeled doors having closers and latching hardware? (The label is found on door edge, hinge side or top.) If NO, a Code deficiency exists.
<input type="radio"/>	<input type="radio"/>	5. Are all vision panels in stair doors wired glass in steel frames, not exceeding 100 square inches? If NO, a Code deficiency exists.
<input type="radio"/>	<input type="radio"/>	6. Do all exit stairs terminate outside the building, with direct access to a public space, and do not require re-entering the building? If NO, answer Item (7). If YES, skip to Item (8).
<input type="radio"/>	<input type="radio"/>	7. Answer (7) ONLY if Item (6) was NO: If upstairs occupants must re-enter the building at the exit level, is this area or vestibule separated from the remainder of the exit level floor by at least one-hour fire rated construction? If NO, see Note (A).
<input type="radio"/>	<input type="radio"/>	8. Are tenant spaces separated by one-hour fire rated construction? (This typically means at least gypsum board walls on steel studs.) If NO, answer (9). If YES, skip to (10).
<input type="radio"/>	<input type="radio"/>	9. Answer (9) ONLY if Item (8) was NO: Are the combined areas of multiple tenant spaces divided by walls of at least one-hour fire rated construction into spaces not exceeding 3000 square feet? If NO, a Code deficiency exists.
<input type="radio"/>	<input type="radio"/>	10. Is a copy of the Emergency Evacuation and Fire Prevention Plan required under SPP # 1910.38 on hand? Are all elements completed and up to date?

NOTE (A): The exit system may be deficient. The building will have to be evaluated by a building code professional.

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**APPENDIX A: Leased Property Fire and Life Safety Checklist (Continued) 3**

YES	NO	<u>FIRE PROTECTION AND EMERGENCY EQUIPMENT</u>
<input type="radio"/>	<input type="radio"/>	11. Does the building have a complete sprinkler system? If NO, see Note B.
<input type="radio"/>	<input type="radio"/>	12. Does the building have an automatic fire detection system, with alarms transmitted off-premises? If NO, see Note B.
<input type="radio"/>	<input type="radio"/>	13. Are fire extinguishers rated at least 2A on every level and within 75 feet? If NO, a Code deficiency exists.
<input type="radio"/>	<input type="radio"/>	14. Do fire extinguishers have tags indicating they have been inspected annually and given a visual check monthly? If NO, a Code deficiency exists.
<input type="radio"/>	<input type="radio"/>	15. Is emergency egress lighting having a separate and independent source of power (battery or generator) provided? If NO, a Code deficiency may exist.
<input type="radio"/>	<input type="radio"/>	16. Where the location of or the direction to exits is not obvious, are exit signs and directional exit signs provided? If NO, a Code deficiency exists.

NOTE (B): Sprinklers and/or fire alarm may not be required by Code but are highly desirable for life safety and property protection. Because the State is self-insured, it gives preference to sprinklered lease facilities.

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**APPENDIX A: Leased Property Fire and Life Safety Checklist (Continued) 4**

YES	NO	<u>GENERAL ITEMS AND ACCESSIBILITY</u>
<input type="radio"/>	<input type="radio"/>	17. Is the building accessible to the handicapped, including parking spaces? If NO, a Code deficiency and/or non-compliance with ADA exists.
<input type="radio"/>	<input type="radio"/>	18. Does the building have sufficient, accessible restroom facilities? If NO, a Code deficiency and/or non-compliance with ADA exists.
<input type="radio"/>	<input type="radio"/>	19. Are corridors maintained clear and unobstructed at all times? If NO, a Code deficiency exists.
<input type="radio"/>	<input type="radio"/>	20. Are all of the electrical panelboards provided with at least three feet clearance, for maintenance purposes and to allow rapid access to the disconnects in an emergency? If NO, a Code deficiency exists.
<input type="radio"/>	<input type="radio"/>	21. Are electrical and mechanical equipment rooms kept relatively clear and free of combustible material If NO, a Code deficiency exists.
<input type="radio"/>	<input type="radio"/>	22. Is building security acceptable? This includes street lighting, parking arrangements, the surrounding environment, and how well the building is secured against unauthorized entry. You may want to question previous tenants about any crime problems.