



Duke Occupational & Environmental Safety Office

Operating Instruction	Author: Joe Rojo	Owner: Fire & Life Safety
Subject: Fire Code Violation Remediation Extension Request	Approved By: Matthew Stiegel	Date Effective: 03/2021
	Revision Dates: 03/2021	

Purpose

This document establishes procedures and requirements for the City of Durham, N.C. Fire Marshal fire code violation remediation extension requests at Duke University, Duke University Health System, and Duke-owned buildings located within the city limits of Durham, N.C.

Initiation Requirements

An extension request may be initiated anytime there is reasonable evidence to support the fact that a fire code violation, as noted on the building's Fire Safety Inspection Report, cannot be remediated within the standard code enforcement 30-day timeframe.

Procedure

Upon receipt of the Durham Fire Marshal Inspection Report, the responsible Duke agent (e.g., Duke Construction Project Manager, Building Manager, etc.) shall evaluate and determine if there are any violations that cannot be corrected within 30 days. If those corrective actions require longer than 30 days (e.g., requesting funds, obtaining quotes, waiting on materials ordered, etc.), the responsible Duke agent shall access and complete the "North Carolina Fire Code Extension Request & Compliance Agreement". The packet is available through the City of Durham Fire Department website: <https://durhamnc.gov/DocumentCenter/View/34419/DFD-FMO-Extension-for-Compliance-Agreement>

- The responsible Duke agent will sign the Extension Request and Compliance Agreement as the building's owner/occupant.
- Once the responsible Duke agent has completed the packet, submit to the OESO Fire and Life Safety Representative whose name and signature appears on the building's Fire Safety Inspection Report.
- As noted on the packet's cover/information page, an extension is not valid until the Fire Marshal or Deputy Fire Marshal has signed the Extension Request and Compliance Agreement.
- The OESO Fire and Life Safety Representative shall validate the request and forward the approval or rejection communication from the City of Durham Fire Marshal's Office to the responsible Duke agent.
- Once the Fire Marshal's Office has granted the extension, due diligence must be given by the responsible Duke agent to remediate all violations within the allotted extension timeframe.
- An Assistant Fire Marshal will conduct a re-inspection of the violations originally noted in the Fire Safety Inspection Report at the agreed upon date, as outlined in the Extension Request and Compliance Agreement.
- Once the re-inspection is complete and the violations have been cleared, the Assistant Fire Marshal will issue a Fire Safety Inspection Report indicating that no violations were found at that time.