

UConn HEALTH

Administrative Policy

2021-07 Policy on Code Compliance for University Events and Projects

Title	Policy on Code Compliance for University Events and Projects
Policy Owner and Contact Information	Fire Marshal and Building Inspector's Office (FMBIO) https://publicsafety.uconn.edu/fmbio/ or buildinginspector@uconn.edu
Campus Applicability	All campuses
Applies to	University workforce, students, others
Effective Date	December 17, 2021

PURPOSE:

To provide a safe environment through the enforcement of building and fire safety codes in compliance with the University's Memoranda of Understanding (MOU) with the Department of Administrative Services (DAS), Connecticut General Statutes and State Building Code.

POLICY STATEMENT:

Any person, including contractors or subcontractors, who intends to perform any of the following must contact the FMBIO to determine if code compliance is applicable and if a permit is required:

- construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure;
- perform any work related to electrical, gas, mechanical or plumbing systems;
- organize an indoor or outdoor event, activity, or assembly attended by fifty (50) or more people in a space outside the scope of its intended use¹, or that involves tents, pyrotechnics, amusement rides, open flames, cooking and/or heating food, or alcohol.

In addition to the above-listed instances in which FMBIO review is required, it is recommended that the University and its agents contact the building inspector regarding all work to buildings and structures before that work commences.

¹ Existing spaces are permitted and approved for specific capacity and intended use during construction. Therefore, when any space of an existing building is used as it was originally intended, a new permit is not required (e.g., holding a class in a classroom). If an activity is planned in a space that requires increased capacity or added features such as enhanced technology, lighting, installation of a stage, amplification of sound, use of displays, etc., then a permit is required.

DEFINITIONS:

Workforce: Employees, volunteers, trainees, and other persons whose conduct, in the performance of work for the University, is under the direct control of the University, whether or not they are paid by the University.

PROCEDURES/FORMS:

Contact the FMBIO prior to initiating work or organizing events, activities or assemblies attended by fifty (50) or more people.

The building inspector may make a determination as to whether proposed work is subject to a building permit based on submission of a brief description of the work. If a review of the State Building Code determines that a building permit is not required for the proposed work, a letter indicating such will be returned with the submitted documents.

The Fire Marshal may make a determination regarding whether indoor or outdoor events, activities, or assemblies of 50 or more people require a permit based on submission of a brief description of the activity.

REFERENCES:

CGS Chapter 541 Part II
CGS 29-252a

RELATED POLICIES:**ENFORCEMENT:**

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

APPROVAL:

Andrew Agwunobi (Signed)

Andrew Agwunobi
UConn Health Chief Executive Officer

12/17/2021

Date

Kiki Nissen (Signed)

Kiki Nissen
Administrative Policy Committee Vice-Chair

12/15/2021

Date

Janel Simpson (Signed)

Janel Simpson
Administrative Policy Committee Chair

12/15/2021

Date

POLICY HISTORY:

New Policy Approved: 12/21