



## Waiver Request Instructions

### Introduction

If you are unable to correct a deficiency within 90 days from inspection exit date, you may submit a waiver for an extension of time. Enforcement Officers can review and make determinations on waiver extensions of up to 6 months from inspection exit date. Any request for time that exceeds 6 months must be submitted to the Chief, Fire Prevention Division, for their determination.

Note: All waiver requests must be submitted along with your initial plan of correction response.

### Submitting your waiver

Your plan of correction must address how the deficiency will be corrected, however the facility must also address the deficiency on the waiver form. A separate waiver request form must be submitted for each deficiency that will not be corrected within the 90 days. The following criteria must be documented on the waiver request form:

- Evidence the deficiency does not pose a hazard to the occupants
- How immediate correction would pose a hardship to the facility
- Indicate construction milestones (i.e get bid by (date), have plans submitted by (date), etc.)
- Additional safety measure that will be implemented to compensate for the delay in correction

### Additional Safety Measures

The facility must implement additional safety measures to compensate for the delay in correcting the original deficiency. Each facility must implement at least 2 additional safety measures for each waiver request. The following is a list of additional safety measures that have been approved. The facilities may also come up with their own additional safety measures.

Additional Fire Safety Measures;

*Additional single-station smoke detection (REQUIRED FOR ALL BUILDING OCCUPANCIES)*

- Additional sprinklers/water curtain
- Additional fire extinguishers
- Safety rounds (dedicated person, all areas of the facility inspected for fire safety issues)
- Infrared inspection of motors and electrical panels
- Additional inspections or maintenance
- Local fire department completes monthly or quarterly inspections
- Local fire department completes a review of emergency plans
- Modified fire watch
- HVAC shut down tied to the fire alarm system
- Install complete sprinkler system
- Hire a structural/fire protection engineering firm to develop a plan of action
- Install a horizontal exit
- Additional training in emergency procedures
- Hands-on fire extinguisher training
- Practical and/or competency skills testing
- Additional fire drills for performance issues
- Request KSFM presentation during staff in-service

### Extensions

Extensions must be requested prior to the facilities timeframe for compliance. Waiver requests submitted after the initial plan of correction approval will only be approved on a limited basis and only due to extreme circumstances.