# MEMORANDUM OF UNDERSTANDING

# BETWEEN

# THE STATE OF COLORADO <<PLACE LEGAL NAME OF AGENCY/INSTITUTION HERE>>

# AND

# THE <<PLACE AUTHORITY HAVING JURISDICTION HERE>>

WHEREAS the State of Colorado facilities that are located within the City and County of <<Place Authority Having Jurisdiction here>> fall under the jurisdiction of the <<Place Authority Having Jurisdiction here>> , the State of Colorado <<Place legal name of agency/Institution here>> recognizes the life-safety services provided by the <<Place Authority Having Jurisdiction here>> and therefore affirms that it is in the best interest of the State of Colorado <<Place legal name of agency/Institution here>> and the people served by State of Colorado <<Place legal name of agency/Institution here>> facilities that the <<Place Authority Having Jurisdiction here>> provide all reviews, inspections, and oversight for fire and related life-safety issues for these facilities.

The State of Colorado and the <<Place Authority Having Jurisdiction here>> enter into this “Memorandum of Understanding” to define the services provided by the <<Place Authority Having Jurisdiction here>> for the protection of the State of Colorado <<Place legal name of agency/Institution here>> facilities, and to acknowledge that the State of Colorado <<Place legal name of agency/Institution here>> has an obligation to abide by the decisions made by the <<Place Authority Having Jurisdiction here>> in the following areas governed by life safety and fire safety codes:

* **Building Construction Plan Review and Related Inspections (fire and related life safety issues)**  - review and approval of plans for new construction and/or renovation of existing buildings or portions thereof.
* **Fire Safety Inspections** - annual property inspections conducted by <<Place Authority Having Jurisdiction here>> Fire Prevention personnel.
* **Fire Safety Permits** - review and issuance of official permits to authorize use, handling, storage, manufacturing, occupancy or control of specific hazardous operations and conditions.

The numbered points below are not an exhaustive list of topics included in the <<Place Authority Having Jurisdiction here>> Fire Code but represent the key points on which understanding between the parties of this MOU is critical.

1. The <<Place Authority Having Jurisdiction here>> has adopted the 2018 International Fire Code, 2011 <<Place Authority Having Jurisdiction here>> Amendments to the 2018 International Fire Code, and referenced life-safety related standards, all of which, taken together, are known as the “<<Place Authority Having Jurisdiction here>> Fire Code.” The State of Colorado <<Place legal name of agency/Institution here>> accepts this code as the standard to be used for State properties within the City and County of <<Place Authority Having Jurisdiction here>> and recognizes the rights of the City and County of <<Place Authority Having Jurisdiction here>> , to adopt changes and/or newer versions of fire and life-safety codes, standards and amendments.
2. The State of Colorado <<Place legal name of agency/Institution here>> shall submit all building plans for any new or extensively remodeled or renovated building to the <<Place Authority Having Jurisdiction here>> for review, comment and approval, and the State of Colorado <<Place legal name of agency/Institution here>> or the project owner or agent shall submit any required fees for plan review for fire and related life safety issues and inspections that are required by the <<Place Authority Having Jurisdiction here>> .
3. Installation work and inspections on fire-safety systems for the State of Colorado <<Place legal name of agency/Institution here>> must be carried out by technicians holding a current license issued by the <<Place Authority Having Jurisdiction here>> .
4. The State of Colorado <<Place legal name of agency/Institution here>> shall obtain permission to occupy any new or extensively renovated building or building areas from the <<Place Authority Having Jurisdiction here>> when the construction or renovation work is substantially complete and safe to occupy. Then the <<Place legal name of agency/Institution here>> will issue the Notice of Approval of Occupancy/Use.
5. The State of Colorado <<Place legal name of agency/Institution here>> recognizes the <<Place Authority Having Jurisdiction here>> ’s right and authority to perform annual fire safety inspections of existing structures within the City and County of <<Place Authority Having Jurisdiction here>> and to require and issue Fire Safety Permits.
6. The State of Colorado <<Place legal name of agency/Institution here>> will work with any building facility tenant that is producing, using or storing hazardous materials to ensure that they obtain and meet the conditions of the appropriate HAZMAT permit(s). Those conditions include (1) submitting an annual inventory of hazardous materials that is in compliance and compatible with <<Place Authority Having Jurisdiction here>> ’s Hazardous Material Information Statement.) and (2) providing a Hazardous Material Management Plan (HMMP), which includes a facility site plan designating the locations and types of hazards and emergency equipment. <<PLACE AUTHORITY HAVING JURISDICTION HERE>> will utilize this information for SARA Title III - Tier II reporting.
7. State of Colorado <<Place legal name of agency/Institution here>> will mandate that State of Colorado <<Place legal name of agency/Institution here>> and contractors provide timely notification to the <<Place Authority Having Jurisdiction here>> whenever confined space entry is planned, once the applicable <<Place Authority Having Jurisdiction here>> permit(s) is (are) in place.
8. State of Colorado <<Place legal name of agency/Institution here>> will mandate that State of Colorado <<Place legal name of agency/Institution here>> and contractors provide timely notification to the <<Place Authority Having Jurisdiction here>> when asbestos special hazard procedures are needed. State of Colorado <<Place legal name of agency/Institution here>> will follow State of Colorado Department of Public Health and Environment requirements.
9. State of Colorado <<Place legal name of agency/Institution here>> will adhere to all <<Place Authority Having Jurisdiction here>> requirements and procedures for instituting a fire watch when critical components of a building’s life-safety system(s) become disabled or an unsafe condition exists within a building. The applicable <<Place Authority Having Jurisdiction here>> Fire Safety Permit(s) shall be in place.
10. State of Colorado <<Place legal name of agency/Institution here>> shall notify <<Place Authority Having Jurisdiction here>> of any activities or events that entail an activity or use that goes beyond the designed/approved occupancy use of the space or the area (i.e., large open house, outdoor fairs or events that may have a negative impact on emergency vehicle access, or outdoor vendors using regulated materials such as LPG, flammable or combustible fuels, electrical generators, etc.) and shall have applicable fire safety permit(s) in place.
11. If the <<Place Authority Having Jurisdiction here>> , during one of its visits or inspections, notes or discovers any life-safety concern that is outside of the reviews that are done in conjunction with a construction project, then the <<PLACE AUTHORITY HAVING JURISDICTION HERE>> will call the issue/concern to the attention of State of Colorado Department of Personnel and Administration. All reports summarizing the annual fire safety inspection also shall be submitted to State of Colorado Department of Personnel and Administration. State of Colorado <<Place legal name of agency/Institution here>> and <<Place Authority Having Jurisdiction here>> agree that correction of inspection deficiencies is dependent on funding availability.

**SIGNATURE PAGE**

This memorandum of understanding has been reviewed and found acceptable by both the State of Colorado <<Place legal name of agency/Institution here>> and the <<Place Authority Having Jurisdiction here>> .

STATE OF COLORADO

INSERT: Name of Agency or IHE

By: Name & Title of Person Signing for Agency/IHE

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE OF COLORADO

INSERT: Name of Fire Jurisdiction

By: Name & Title of Person Signing for Fire Jurisdiction

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_