MEMORANDUM OF UNDERSTANDING

BETWEEN

<<Place legal name of agency/Institution here>>

AND

THE DENVER FIRE DEPARTMENT

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

The State of Colorado and the Denver Fire Department enter into this "Memorandum of Understanding" to define the services provided by the Denver Fire Department for the protection of the <<Place legal name of agency/Institution here>> facilities, and to acknowledge that the <<Place legal name of agency/Institution here>> has an obligation to abide by the decisions made by the Denver Fire Department 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 Denver Fire Department 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 Denver Fire Code but represent the key points on which understanding between the parties of this MOU is critical.

1. The City and County of Denver Fire Department adopted building codes and amendments can be found at <https://www.denvergov.org/content/denvergov/en/denver-development-services/help-me-find-/building-codes-and-policies.html>, and referenced life-safety related standards, all of which, taken together, are known as the "Denver Fire Code." The <<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 Denver and recognizes the rights of the City and County of Denver, Denver Fire Department, to adopt changes and/or newer versions of fire and life­ safety codes, standards and amendments. Where the State of Colorado adopted codes vary from the Denver Fire Code the <<Place legal name of agency/Institution here>> shall adopt the more restrictive requirements.
2. The <<Place legal name of agency/Institution here>> shall submit all building plans for any new or extensively remodeled or renovated building to the Denver Fire Department for review through, comment and approval, and the <<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 Denver Fire Department.
3. Installation work and inspections on fire-safety systems for the <<Place legal name of agency/Institution here>> must be carried out by technicians holding a current license issued by the Denver Fire Department.
4. <<OPTION WITH AGREEMENT FROM DFD>>The <<Place legal name of agency/Institution here>> employees will continue to perform maintenance on life safety systems that are installed in State owned and managed buildings. The maintenance performed will require a Denver Fire Department license issued at no cost to one or more employees as selected by the Department of Personnel & Administration.
5. The <<Place legal name of agency/Institution here>> shall obtain permission to occupy any new or extensively renovated building or building areas from the Denver Fire Department when the construction or renovation work is substantially complete and safe to occupy. Then the Office of the State Architect within the <<Place legal name of agency/Institution here>> will issue the Notice of Approval of Occupancy/Use.
6. The <<Place legal name of agency/Institution here>> recognizes the Denver Fire Department's right and authority to perform annual fire safety inspections of existing structures within the City and County of Denver and to require and issue Fire Safety Permits. (DFD Fee schedule for inspections Attachment A)
7. The <<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 Denver Fire Department's Hazardous Material Information Statement/HMIS (this may be submitted using the downloadable forms on the HAZMAT page at Denver Fire Department's website) 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. Denver Fire Department will utilize this information for SARA Title Ill - Tier II reporting.
8. The <<Place legal name of agency/Institution here>> will mandate that contractors provide timely notification to the Denver Fire Department whenever confined space entry is planned, once the applicable Denver Fire Department permit(s) is (are) in place.
9. The <<Place legal name of agency/Institution here>> will mandate that contractors provide timely notification to the Denver Fire Department when asbestos special hazard procedures are needed. <<Place legal name of agency/Institution here>> will follow State of Colorado Department of Public Health and Environment requirements.
10. The <<Place legal name of agency/Institution here>> will adhere to all Denver Fire Department 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 Denver Fire Department Fire Safety Permit(s) shall be in place.

1. The <<Place legal name of agency/Institution here>> shall notify Denver Fire Department 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.
2. If the Denver Fire Department, 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 DFD will call the issue/concern to the attention of the <<Place legal name of agency/Institution here>>. All reports summarizing the annual fire safety inspection also shall be submitted to the <<Place legal name of agency/Institution here>>. The <<Place legal name of agency/Institution here>> and the Denver Fire Department agree that correction of inspection deficiencies is dependent on funding availability.
3. This Memorandum of Understanding will be renewed every five years including updating of the DFD fee schedule for building inspections, Attachment A.

This memorandum of understanding has been reviewed and found acceptable by both the <<Place legal name of agency/Institution here>> and the Denver Fire Department.

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| State of Colorado |  | Denver Fire Department |
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Attachment A: Fee Schedule (by building/location)

Attachment B: Supplemental Agreements