

## 5.0 CODE COMPLIANCE

It is the expectation and responsibility that each Cornell University Greek Organization comply with the University Recognition Policy and all local/state codes and regulations. Each chapter must have and submit current certificates to the OFSA as evidence of compliance/coverage. To help organizations, the OFSA post all certificate expirations to the [FSA Code Compliance](#) website.

### 1. Certificate of Compliance

This is an annual inspection done by the Building Commissioner for the City of Ithaca and the Village of Cayuga Heights.

- a. Before a COC is issued, each chapter must provide the following Certificates to Ithaca Building Department (IBD).
  - i. Sprinkler/Fire Alarm System: dated inspection certificate will be issued annually
  - ii. Ansul/Hood System Certification: dated inspection tag will be posted on unit annually
  - iii. Fireplace Certification: dated inspection certificate will be issued annually
  - iv. Boiler Flute Certification: dated inspection certificate will be issued annually
  - v. NY State Fire Certificate: dated inspection certificate will be issued annually
  - vi. Elevator Certificate: dated inspection certificate will be issued annually
  - vii. Boiler Certificate: dated inspection certificate will be issued annually
  - viii. Wall Hanging Class A Flame Spread Rating Certificate: dated inspection certificate
  - ix. IBD Documents:
    1. PIF (Property Information Form)
    2. Fire Protection Systems/Equipment
    3. Elevator Certification
  - x. Inspection must be completed within 60days of original inspection.
  - xi. All other necessary requested information by Inspector or Agency

If your COC has expired, please contact one of the following:

#### University-owned

Contact OFSA Facilities Coordinator at 254-4819 or by email to schedule an inspection

#### Privately-owned

Within the City of Ithaca, contact the Ithaca Building Department at 274-6508

Within the Village of Cayuga Heights, contact the Engineer's Office at 257-5536

### 2. Use Permits *(City of Ithaca only)*

This is an annual fire-safety inspection, done by the Ithaca Fire Department.

- a. Before a Use Permit is issued, each chapter must provide the following Certificates to Ithaca Fire Department (IFD).
  - i. Sprinkler/Fire Alarm System Certification
  - ii. Fireplace Certifications

- b. Before a Use Permit is issued, the IFD Inspector must observe the following:
- i. Ansul/Hood System Certification: dated inspection tag will be posted on unit annually
  - ii. Hood System Grease cleaning: dated inspection tag will be posted on unit every SIX months
  - iii. Fire Extinguisher Inspection: dated inspection tag will be placed on each unit annually
  - iv. Fire Evacuation Plan: dated signed chapter roster and plan (each chapter member is required to have reviewed the plan in detail annually)
  - v. Fire Drill Report: each chapter is required to have FOUR different fire drills a year. A dated & signed report showing the time & date that FOUR drills were done, needs to be signed by a responsible party (i.e. Chapter President or a third party). IFD will observe your fire drills as a third party, please call for appointment.
  - vi. All other necessary requested information by Inspector or Agency

If Use Permit has expired, please contact one of the following:

University-owned

Contact OFSA Facilities Coordinator at 254-4819 or by email to schedule an inspection

Privately-owned

Within the City of Ithaca, contact the Ithaca Building Department at 274-6508.

### 3. Certificate of Liability Insurance

Each Cornell Greek Organization must maintain comprehensive general liability insurance in the minimum amount of \$1,000,000 (one million dollars) of primary liability coverage (each occurrence), with general aggregate coverage of at least \$2,000,000 (total).

Please note that Cornell University its officers, employees, and agents, must be listed as "additionally insured" on the certificate.

If Insurance has expired, please contact one of the following: Contact your national contact your national organization for further assistance.

If you have specific questions regarding any of the above, please contact the OFSA at (607) 255-2310.