Occupancy and Use Criteria

Administrative Occupancy
- When one or more buildings are deemed safe to occupy and the principal and office staff are allowed to report to work.

Registration/Meetings and Other Temporary Occupancies
- When one or more buildings are deemed safe to occupy and staff, students and the public are allowed to access site. These occupancies are typically temporary.

Student Occupancy
- When all or most of buildings are deemed safe to occupy and full staff and students are allowed full access.

Requirements for All Occupancies

- Signed DSA Form 6 indicating the Fire Alarm / Fire Suppression Systems are 100% complete; and
- Essential Safety Checklist & Approval Form indicating all essential safety requirements have been met.
- Signed Inspection Department Project Status Report (PSR) must accompany the DSA Form 6 indicating 100% completion of the Fire Alarm/Fire Suppression Systems and other essential safety systems.

Exceptions
Exceptions to these requirements can be made for defined areas of the school if the Inspection Department and OEHS determine those areas are safe and ready for occupancy, and the local fire authority concurs. Sufficient time must be provided when requesting concurrence from the local fire authority.

Other Considerations
If the DSA Form 6 does not indicate 100% completion for the FA/FS system 30 days prior to the scheduled school opening, the IOR or OAR must immediately schedule a local fire department inspection to be conducted during the week prior to opening day.

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