



BUILDING CODE SERVICES ADMINISTRATIVE GUIDELINE

Number: BD-014

Title: Stop Work Order

Revision Date: 8/14/24

Approved By: Mark Lodge, Director

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Purpose:

To provide a standard procedure for issuing stop work orders.

Scope:

The Building Department is empowered pursuant to School Board Policy 7.21 with the authority to issue a Stop Work Order for construction activity on sites where it has been determined that such activity is in violation of applicable codes. It is the policy of Building Code Services to issue a Stop Work Order when construction activity for which a permit is required has commenced without a required permit. Furthermore, a Stop Work Order can be issued when work is found to be in violation of applicable codes or has been covered or concealed without satisfactory inspection and/or that construction activity creates an unsafe condition.

Guidelines:

1. The Inspector determines that the work is being conducted contrary to provisions of the applicable building or fire prevention codes or in a dangerous or unsafe manner.
2. A Stop Work Order is completed and posted on the site in a conspicuous location and all specified workers notified shall immediately stop work as described in the Stop Work Order. The inspector then notifies the Building Official.
3. The inspector shall complete a Stop Work Order Job Status form upon returning to the office (no later than one business day from when the notice was posted). The inspector will create an inspection with log number and enter all appropriate violations. The support staff will prepare a form memo for the signatures of the Chief Inspector and Building Official. The support staff shall send the signed form memo to the contractor and the Facilities Construction Project Manager notifying them of the Stop Work Order and the specific violations cited therein.
4. The site shall be monitored regularly to assure compliance with the Stop Work Order is maintained. Should it be determined that the work is continuing in violation of the Stop Work Order, the Building Official will notify the School District Police Department, requesting assistance at the site. The Officer should issue appropriate citations pursuant to School District Police Department's standard operating procedures.
5. When the conditions which caused the Stop Work Order to be issued are resolved, the inspector will complete the Stop Work Order Status form, satisfy the appropriate outstanding comments and remove the Stop Work Order from where it was posted. The office staff will file the paperwork in the master file.

STOP WORK ORDER STATUS

SCHOOL NAME: _____

PERMIT NUMBER: _____

AREA: _____

INSPECTION NUMBER: _____

CONTRACTOR: _____

REASON FOR STOP WORK ORDER: _____

BY WHOM: _____

DATE TAGGED: _____

CORRECTION ACTION

DATE RELEASED: _____

BY WHOM: _____