

WELCOME TO THE “THE DISTRICT”

The Reedy Creek Improvement District (the District) is the local Authority Having Jurisdiction (AHJ) for building code and fire code enforcement within District boundaries, which encompasses all Walt Disney World areas, including Disney Springs and Flamingo Crossings.

Now that your business has been approved for occupancy, periodic inspections and tests will be required to help maintain code compliance for guest and cast safety. The following is a guide to help with your awareness and planning for these recurring events.

All facilities - Annual Emergency Power Test (AEPT) – Per the *EPCOT Electrical Code (Section 700.1)*, each building that requires emergency lighting will be tested annually. The test date is predetermined by the Building & Safety Department. This test will require the following:

- 1) - Access to and throughout your facility – *your responsibility*.
- 2) - An electrician provided by you to shunt the normal power (restore power after the test is complete) for your location – *your responsibility*.
- 3) - Testing occurs overnight and always on a Thursday night into Friday morning.
- 4) - Testing will include the following:
 - a) - Measuring required emergency lighting using calibrated light meters.
 - b) - Verification that exit signs illuminate.
- 5) - A report of the results of any noncompliance items will be issued and will require your attention to make repairs to keep the facility code compliant.
- 6) - **Additional items that will be tested, if your location includes these elements:**
 - a) - All required overhead coiling fire doors, horizontal fire doors and other held open fire doors
 - b) - Smoke management system
 - c) - Elevators
 - d) - Guest restroom roof top exhaust fans that are required to operate on emergency power
 - e) - Solid fuel cooking appliances with exhaust fans required to operate on emergency power
 - f) - Any other special feature that might be included in your specific business required to operate with loss of power

Facilities with Elevators – The District is responsible for inspections of elevators, including the renewal of operating certificates. The following information outlines pertinent information for owners about the Elevator Inspection Program:

- 1) - Inspections and frequency:
 - a) Elevators
 - Two 6-month safety inspections per year.
 - One annual no-safety test or one annual pressure test per year, initiated by your elevator contractor and witnessed by District elevator inspectors. Owner or elevator contractor must coordinate between all parties.
 - Once every five years a 125% Load Test of traction elevators conducted on emergency power during the scheduled AEPT. Testing is conducted by the elevator maintenance contractor and witnessed by the District elevator inspector.

- Once every five years a Full Load Test on normal power of traction elevators. Testing is conducted by the elevator maintenance contractor and witnessed by District elevator inspectors.
 - Once every year elevator emergency power test completed during the scheduled AEPT.
- b) Escalators
- Two 6-month inspections per year. Elevator maintenance contractor support required.
- c) Other lifts (material, ADA wheelchair, or other conveyances)
- Two 6-month inspections per year.
 - For applicable units, one annual test per year, initiated by your elevator contractor and witnessed by the District elevator inspectors. Owner or elevator contractor must coordinate between all parties.
- 2) Elevator inspection results that include violations:
- a) Per state law, the owner is responsible to resolve all elevator citations within 90 days (*FS 399.105*). In the District, all citations must be resolved, reinspected and approved in that 90-day period or units that exceed the 90-day correction period must be taken out of service.
- b) Citations are issued electronically via email to the owner or owner's representative we have on file. It is the owner's responsibility to ensure we have up to date contact information for your location.
- c) When citations have been repaired, reinspections must be scheduled via the District Accela Citizens Access (ACA) permitting system to initiate the reinspection process. Please contact the District permitting office at RCIDPermits@rcid.org to request login credentials for ACA.
- d) Some citations will require support from the building owner and/or the elevator contractor in order to demonstrate repairs have been made. Coordination with those groups and District elevator inspectors must be completed in advance. Please reach out to RCIDPermits@rcid.org to coordinate District elevator inspectors to witness the repairs.
- 3) Operating Certificates:
- a) All conveyances require annual renewal of Operating Certificates. Operating Participant Operating Certificates expire each year on February 1st. All citations related to inspections must be cleared and renewal fees paid prior to issuance of a new Operating Certificate or units must be taken out of service.
- 4) Incident reporting involving elevators, escalators and lifts:
- a) Per State law, an owner is required to report any incident involving a vertical transportation unit within five days of the incident. Incidents are reported electronically to the District via ACA. Depending on the incident, a follow-up inspection will be conducted. Incidents with injuries will require an inspection with a District elevator inspector before the unit can be put back into service.

Facilities with Pools – The District is responsible for Department of Health swimming pool inspections and Operating Certificate renewals. The following information outlines pertinent information for owners about the Pool Inspection Program:

- 1) - Inspections and frequency:
- a) Each swimming pool is inspected four times per year.
- 2) Citations:
- a) Citations must be resolved in the timeframe indicated on the report. These timeframes vary depending on the severity of the issue. All citations must be resolved, reinspected and approved in that timeframe or the effected pool must be closed until resolved.
- b) Citations are issued electronically via email to the owner or owner's representative following each inspection.

- c) - When citations have been repaired, a reinspection must be scheduled with the District swimming pool inspector.
- 3) - Operating Certificates:
- a) - All swimming pools require annual renewal of Operating Certificates. Certificates expire each year on June 30th. All citations related to inspections must be cleared and renewal fees paid prior to issuance of a new Operating Certificate, or pools must be closed.
- 4) - Construction and repair permitting requirements:
- a) - The District has developed a policy for identification of repairs that require a permit. Please visit https://www.rcid.org/wp-content/uploads/2018/02/Policy_SwimmingPool2018.pdf for more information.

Facilities with Grease Interceptors/Traps – Most restaurants and any facility with cooking equipment such as food & beverage locations, have grease interceptors or traps required to protect the sanitary sewer system. As part of the permitting process, a specific cleaning frequency was submitted, reviewed and approved to establish the minimum size of the interceptor/trap.

- 1) - The interceptor/trap is required to be maintained within the approved frequency. Frequency of cleaning should be listed on the Utility Permit issued by WDW Environmental Services that was approved for the installation of the trap. Failure to maintain the interceptor/trap may result in the inappropriate discharge of fats, oils or grease into the sanitary sewer system, which may result in blockages. These blockages may result in the closure of business(es) until the issue is resolved.
- 2) - Periodic inspections by Reedy Creek Energy Services (RCES), or WDW Environmental Services, may result in required cleaning of the downstream sanitary sewer system, if a lack of maintenance is determined.

Fire Inspections – Fire Prevention inspections and code enforcement shall be conducted to ensure compliance with adopted codes and standards.

- 1) - Inspections:
- a) An inspector will contact the tenant to schedule an inspection.
- b) The inspector will need access to the entire property.
- c) It is requested the tenant accompany the inspector during the inspection.
- d) The tenant shall provide all paperwork of any fire and life safety systems that are required to be maintained in accordance with the *Florida Fire Prevention Code* and per any Tenant Agreements.
- e) Any fire or life safety violations noted during the inspection will be documented in a report that requires a signature from the tenant. A copy of the report will be emailed to the tenant.
- f) The tenant has 30 days to correct any violations. A reinspection will be scheduled to follow-up with the corrected violations.
- 2) Frequency:
- a) Existing occupancy fire prevention inspection and code enforcement inspection frequencies shall be not less than the following:
- Assembly – annually
 - Business – triennially
 - Hotels and dormitories – annually
 - Industrial – dependent on the hazards
 - Mercantile – triennially
 - Storage - dependent on the hazards

3) Additional Services:

- a) Fire Prevention offers other services on request to customers, such as, fire drills and public education. Please email fireprevention@rcid.org for additional information.

Permits for Renovations, Additions and Repairs – Per the *EPCOT Building Code (Section 301.1 (a))*: Any owner, authorized agent, person or contractor who desires to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit for the work.

1) - Examples of when a permit would be required include some of the following (note this is not an all-inclusive list.):

- Alterations to walls, doors or ceilings
- Any work that takes place in a rated wall
- New or replacement signage
- New dining room tables, counters
- New awnings, canopies or umbrellas
- Alterations, repairs or additions to the plumbing, mechanical, electrical, fire sprinkler systems, fire alarm systems and gas systems.

2) - All permit applications are submitted through the online permitting system ACA. Complete instructions on how to apply for a permit can be found at: <https://www.rcid.org/doing-business/building-department/>. Additional questions can be emailed to the permitting office at RCIDPermits@rcid.org.