

OPERATIONAL GUIDE

SUPERIOR FIRE DEPARTMENT

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NUMBER	SECTION	SUBJECT	VALIDATION
9-001	Fire Prevention & Inspections	Company Fire Inspection Procedures	VGJ

Purpose

To be used as a guide for engine companies doing inspections. Inspections are a multi-step process. The overall system is aided by all members involved with inspections to be doing them consistently and completely.

Scope

All Engine companies

Guideline

1.0 Preparation:

1.1 Prior to the inspection, the inspecting officer shall review the **previous** inspection report and make note of the following: violations noted and the corrections that were ordered at that time, any notes recorded in code 2001 under violations, and contact info on file for the address. The Officer in Charge shall assure that all personnel participating in the inspection are attired in the uniform required by the Standard Operating Guidelines of the Superior Fire Department.

1.2 A limited number of businesses require contact by phone prior to inspection. In a few cases this is due to a request by the owner or occupant. In other cases it is due to the nature of the business. These latter include clinics and attorney's offices. In either of these cases, the officer conducting the inspection shall call the occupant or owner to arrange for an appointment for conducting the inspection.

2.0 Inspection:

2.1 Make contact with the occupant and get permission to do the inspection. The Officer should state the purpose of their visit, regular inspection, follow-up, etc. If the property occupant indicates that they would prefer a different time for the inspection, the inspecting personnel should make arrangements to return at a more convenient time. If the

occupant refuses entry, the property should be referred to the Lead Fire Inspector.

2.2 Make note of the features and conditions on the exterior of the property; electrical violations, exiting violations, waste accumulation, combustible storage, and missing address numbers. Check for Knox Box if required.

2.3 Knox Box use Prohibited – Knox Box keys will not be use for the purpose of conducting fire inspections unless consent has been given by the property owner by completing the *Knox Box Form For Rental Units*.

2.4 The interior of the building should be inspected in an orderly fashion. Personnel should begin either at the top of the building or in the basement and inspect all areas and rooms on each successive floor. Each floor should be inspected starting at one end and preceding to the other with each room on the floor inspected by moving in either a clockwise or a counter-clockwise direction.

2.5 Photograph any serious or repeated violations.

3.0 Inspection Correction Order Form:

3.1 Include a clear explanation and **specific** location of any violations.

3.2 Make a note if photos were taken of the violation.

3.3 Include any updated occupant information on the Inspection form.

4.0 Exit Interview:

4.1 Upon completion of the inspection, the inspecting officer shall meet with the occupant and review the findings of the inspection taking care to be certain that the occupant understands what violations were found, what corrective actions must be taken, and the timeline for correction.

4.2 Verify the contact information shown in Firehouse and make note of any updates or changes. Contact information includes names, phone numbers, mailing addresses and email addresses of business owners/occupants and also property owners if not the same as business owners.

4.3 Both the Inspecting Officer and the occupant sign the form, white copy to occupant.

4.4 Assure that any questions the occupant may have are satisfactorily answered. If not, find the answer(s) and get back to the occupant.

5.0 Filing the Report:

5.1 Upon return to the station, the inspecting officer shall stamp and fill the platoon/engine info on the yellow copy of the form and check off the completed inspection on the company inspection list.

5.2 Send the yellow copy of the Inspection Correction Order form to the Headquarters Station. If there was no occupant present to sign the form, include the white copy to Headquarters. *All reports submitted to Headquarters are to be stamped received.*

5.3 The pink copy stays with the company officer if a follow-up is required. *When the follow-up is completed the pink copy is to be sent to Headquarters Station.* If no follow-up is required, the pink copy can be discarded.

6.0 Follow-Up (by Engine Companies):

6.1 All violation will require a follow-up by the inspecting Engine Company. The Inspecting Engine Company may refer the inspection to the Inspector if the situation indicates (see Referrals, 7.2).

6.2 Follow-up inspections will be prioritized as one of three following:

6.2.1 Immediate.

6.2.2 30 day.

6.2.3 Next regular inspection.

6.3 If a violation has been present for 12 months or greater the violation will not require a follow-up and shall immediately be referred for citation in accordance with 7.1.

6.4 After follow-up, the pink copy will be sent to Headquarters either for recording of repaired violation or to the Inspector's office for citation. Take photographs if the violation is unrepaired at follow-up.

6.4.1 Transfer photos to appropriate file(s).

7.0 Referrals:

There are two types of referrals:

7.1 Referral to Inspector for Intent to Cite / Citation (include photos of violation).

7.1.1 An intent to cite letter will be sent from the Inspector to the property owner if violations have not been corrected. There will be a deadline of 14 days from the date of the notice for the owner to repair any violations. It is the responsibility of the owner to contact the Fire Department prior to the deadline to have repairs inspected. If the owner fails to respond by the deadline, citations will be issued

and will be irreversible.

7.2 Referral to Inspector for follow-up (from 6.1) reasons:

7.2.1 A hostile owner or occupant.

7.2.2 Uncorrected Life Safety issues or code violation after one immediate follow-up or 30 day follow-up.

7.2.3 Repeated code violations.

7.2.4 Violations relating to sprinkler systems, automatic extinguishment systems, and fire alarm systems.

7.2.5 Extreme cases of waste accumulation, poor housekeeping or dilapidation.

7.2.6 Code requirement questions are unable to be answered by inspecting officer.